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HAND-BOOK
OF
OFFICIAL AND SOCIAL

Etiquette

AND
PUBLIC CEREMONIALS
AT
WASHINGTON

KEIM

GOLDWIN SMITH.

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HAND-BOOK

— OF —

Official and Social Etiquette

— AND —

PUBLIC CEREMONIALS

— AT —

WASHINGTON.

A MANUAL OF RULES, PRECEDENTS, AND FORMS IN VOGUE IN
OFFICIAL AND SOCIAL LIFE AT THE SEAT OF GOVERN-
MENT OF THE UNITED STATES, FOR THE GUIDANCE
AND INFORMATION OF OFFICIALS, DIPLO-
MATS, STRANGERS, AND RESIDENTS.

*ALSO A GUIDE FOR DIPLOMATIC AND CONSULAR REPRESENTATIVES OF THE UNITED STATES IN
FOREIGN COUNTRIES.*

By DeB. RANDOLPH KEIM,

Author of "Illustrated Hand-Book of Washington and Its
Environs, Society in Washington, Etc., Etc.

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PREFACE.

During the early days, society at the Seat of Government was made up of the few resident officials, a small circle of citizens, and occasionally, the families of a few Senators and Representatives. The city was practically a collection of isolated villages widely separated and at certain seasons almost inaccessible. In the vicinity of the Navy Yard, the Arsenal, the Capitol and the President's House, as many communities had sprung into existence through the necessities of public business. Under such circumstances social entertainments were of rare occurrence and imposed upon the participants no small degree of inconvenience. This condition of things is now changed. The Capital, within a few days' ride of the remotest sections of the country, with its beautiful parks, broad avenues and magnificent public edifices, its Chief Magistrate, its Congress, its Supreme Judiciary, its attractions of art, its libraries, museums, institutions of science and learning, its churches and asylums, and its places of amusement, has become a resort for citizens of culture, means and leisure from all parts of the country, and a centre of attraction to foreigners from all parts of the globe visiting the United States. Official and social intercourse at the Capital is governed by rules and usages, some of which, in their origin, are contemporaneous with the foundation of the Government, while others have been evolved out of the circumstances and necessities of the occasion.

In the compilation of the following pages the best sources of information, including many early original documents in manuscript and print, have been consulted. As a work of this scope is entirely new and its necessity great, reducing as it does the etiquette of official and social life at the Capital to somewhat of a formula, the compiler would be pleased at any time to receive by correspondence any comments or suggestions, with a view to the perfection of his labors in future editions.

WASHINGTON, D. C.

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ILLUSTRATIONS.

The illustrations in this work are in part after engravings in those artistic publications *The Cosmopolitan*, *Harper's Weekly*, Frank Leslie's *Illustrated Newspaper*, and *The National Capital*, by Stilson Hutchins and Joseph West Moore, from sketches by such eminent artists as Thulstrup, Renouard, Up-hem, Delorme, and Rogers.

The portraits of the chief ladies of the three co-ordinate branches of the government are from the latest photographs.



Camie Scott Harrison

WIFE OF THE 23d PRESIDENT OF THE UNITED STATES.

(8)

Official and Social Etiquette.

THERE are many who deride good manners as antagonistic to the spirit of liberty. The autocracy of the mob is to them the bulwark of free institutions and necessary to the preservation of American freedom. In the United States the people is the sovereign; and while it is not essential to imitate the forms and pageantry which invest royalty, it is possible to observe the recognized rules of decency, if not of refinement and culture, without being aristocratic. It is not the splendor of outward forms, but an inherent sense of the fitness of things, which leads to gentility. It is not empty gesticulations nor the blandishments of complimentary epithets that constitute good manners, but dignity tempered with freedom, reserve mingled with affability and conversation softened with geniality and enlivened with wit. The American should possess the elements of genuine politeness in the highest degree. The spirit of our institutions rightly interpreted, leads to self respect and an emulation of the good in all things. The highest offices of State are open to the lowliest of its citizens. An exalted ancestry is a circumstance which should be regarded only as a stimulus to worthy imitation, but it should afford no claims to social distinction not exemplified in actual life.

Etiquette is a protection against the impertinent and vulgar, and is indispensable to the welfare of society, whether that society be under a government of the people or of an hereditary sovereign.

SOCIETY. In its generic sense, what is known in human affairs as *Society*, might be said to mean any body of individuals united by a common bond of interest or affinity and for some defined object whether of government, business or pleasure. In the present use of the term, however, Society comprises those who recognize each other as associates, and among whom cultivation and refinement are the controlling influences, and who give and receive formal social entertainments mutually. In the exercise of social relations in this sense, each person admitted to such enjoyments and benefits, has assumed certain obligations and is expected to conform to them. These obligations constitute the observance of the customs, usages and proprieties, or, in a word, the *etiquette*, required by good breeding, correct principles or authority.

SOCIAL RELATIONS. Refined and intelligent society at the Seat of Government of the United States is guided not only by the conventional decorum recognized under similar circumstances at other centres of learning, wealth and fashion, but is largely influenced in its forms and ceremonies by the proprieties of official rank and occasion.

The social problem was one of extreme delicacy in the beginning of the Government. The republican principle presented many embarrassments in this particular, and instead of democratic, the Government was threatened with mobocratic domination. In this situation of affairs the first President, in May, 1789, submitted the whole subject to John Adams, Vice-President of the United States, John Jay, Secretary for Foreign Affairs, General Alexander Hamilton, and Representative James Madison, whose prominence and experience in official and social life, and relations of friendship towards the President, rendered them competent advisers. At that time there was no Cabinet to whom the President might turn for counsel. The replies of the gentlemen formed the basis of a code of manners to govern the official and social surroundings of the Executive office. It reflected the stately dignity of the old colonial etiquette more or less modified by the averaging tendencies of the continental school which grew and strengthened with the struggle for Independence, and took definite form in the deliberations of the Convention and provisions of the Constitution of 1787.

The adoption of certain elementary principles of ceremony and etiquette in harmony with republican ideas soon became in practice part of the workings of the Government. The President, the head of the official, as well as the social superstructure, gave the new rules that initial force necessary to their success. Jefferson, who arrived at the seat of government in the spring of 1790, took exception to the social practices in vogue in government circles, and indulged in criticisms which were unjust and in bad taste. Fresh from France, and associations with the leading spirits of the French Revolution, his theory of a social state was modeled on the license of the Boulevards of Paris, rather than upon the requirements of the intelligent and conservative sentiment of a people, who, from colonial dependency had lifted the yoke of foreign dictation, had established a free and independent government, distinctive, exalting, and American in every sense, and had elevated the standard of government and society upon the doctrine of the rational free agency and merits of their several members.

Mr. Jefferson's idea of a social code for the regulation of official and social affairs at the seat of government were formulated in a series of propositions extant in his own hand-writing, as follows:

I. In order to bring the members of society together in the first instance, the custom of the country has established that residents shall pay the first

visit to strangers, and among strangers first comers to later comers, foreign and domestic.

The character of strangers ceases after the first visit.

To this rule there is a single exception. Foreign Ministers, from the necessity of making themselves known, pay the first visit to the Ministers of the nation, which is returned.

II. When brought together in society all are perfectly equal, whether foreign or domestic, titled or untitled, in or out of office.

All other observances are but exemplifications of these two principles.

I. The families of Foreign Ministers arriving at the Seat of Government receive the first visit from those of the National Ministers, as from all other residents.

The members of the Legislature and of the Judiciary, independent of their offices, have a right as strangers to receive the first visit.

II. No title being admitted here, those of foreigners give no precedence.

Differences of grade among the Diplomatic members give no precedence.

At public ceremonies, to which the Government invites the presence of Foreign Ministers and their families, a convenient place or station will be provided for them, with any other strangers invited, and the families of the National Ministers, each taking place as they arrive and without any precedence.

To maintain the principle of equality or *pele mela*, and prevent the growth of precedence, out of courtesy, the members of the Executive will practice at their own houses and recommend an adherence to the ancient usage of the country, of gentlemen *en masse* giving precedence to the ladies *en masse*, in passing from one apartment where they are assembled into another.

The third President applied his communistic code of manners in practice, when his will was law within the walls of the Executive mansion. The ceremonial and social complications, and incessant controversies with members of the Diplomatic Corps and society in general, which he experienced during his eight years experiment, demonstrated the impracticability of a social state presided over by the Chief Officer even of a popular government, founded on the principle of social equality, regardless of the inequalities of human conditions, instincts, motives, aspirations, feelings, and tastes inherent or acquired.

The election of James Madison put an end to the Jeffersonian code, and restored the dignified social institutions of the American school of the administrations of Washington and Adams, which have been maintained ever since without material modification or change.

OFFICIAL RANK.—The term *officials*, under the National Government, strictly speaking, means such persons in office who are appointed by and hold their commissions from THE PRESIDENT. These offices are recognized by

certain gradations which have been determined by constitutional provision, legislation, or seniority of enactment, and the persons or officials exercising their chief functions, from the same sources derive precedence or rank. The term *civil officer* designates an officer selected from private life and representing civil authority, and not one acting by assignment from the army or navy.

The existence of rank is essential to order, and prompt acquiescence in the commands of superiors is necessary to discipline. Respect for those in authority is indispensable to successful administration, and should be observed upon all occasions, whether in the exercise of official duties or enjoyments of social intercourse.

SOCIAL CLASSES AT WASHINGTON. The social world of the Capital may be divided into *three classes*:

FIRST. *The Official Class*, embracing all officers chosen by the people or appointed by THE PRESIDENT in the three co-ordinate branches of the Government, and the Presidential appointees belonging to the administrative departments. This includes officers of the Army, Navy and Marine Corps on duty permanently or temporarily at the Capital, and civil officers of the Government whose places of employment are in the different States of the Union, or officers of the Diplomatic or Consular services of the United States and visiting the city.

SECOND. *The Quasi-Official Class*, which embraces the Foreign Diplomatic and Consular Corps, Officers of Foreign Governments, and Officers of State or Municipal Governments in the United States, in the city.

THIRD. *The Un-official Class*, which includes residents from other localities, sojourners or visitors in the city who are entitled by social status at home to recognition in good society, and permanent residents of independent means or engaged in professional or mercantile affairs.

SOCIAL RECOGNITION. The consideration which mainly governs the position of individuals in the official society of Washington is rank; and in this there are degrees regulated and circumscribed by the proprieties of occasion. In ordinary social intercourse official station has its recognition, but learning, genius, personal accomplishments and wealth have theirs.

THE CO-ORDINATE BRANCHES OF THE GOVERNMENT. The three grand divisions of the Government are:

1. **THE EXECUTIVE**—The Executive power shall be vested in a President of the United States of America. [Article II, Sec. 1, Constitution of the United States.]

2. **THE CONGRESS**—All legislative powers herein granted shall be vested in a Congress of the United States, which shall consist of a SENATE and HOUSE OF REPRESENTATIVES. [Art. I, Sec. 1, Constitution of the United States.]

3. **THE JUDICIARY**—The judicial power of the United States shall be vested in one Supreme Court, and in such inferior courts as the Congress may from time to time ordain and establish. * * [Art. III, Sec. 1, Constitution of the United States.]

CONSTITUTIONAL OFFICERS. The members of the government mentioned by name, and deriving their rank and powers directly from the Constitution, are the constitutional officers of the United States. They are as follows :

1. *The President*—The constitutional chief officer of the Executive
2. *The Vice-President*—The constitutional heir presumptive to the Executive, and constitutional President of the Senate.
2. *The President of the Senate, pro tempore.*—The constitutional presiding officer of the Senate in event of a vacancy in the Vice-Presidency.
3. *The Chief Justice of the United States*—The constitutional head of the Judiciary.
4. *The Senators*—The members of the constitutional upper branch of Congress, representing the States of the Union, and exercising with legislative powers certain constitutional executive, and judicial duties.
5. *The Speaker*—The constitutional presiding officer of the lower branch of Congress.
6. *The Representatives*—The constitutional members of the lower branch of Congress representing the body of the people.

The wives of these constitutional officers are entitled among the ladies of official society to the same rank and social recognition enjoyed by their husbands.

ORDER OF PRECEDENCE WITHIN EACH CO-ORDINATE BRANCH OF THE GOVERNMENT. In the event of each co-ordinate branch of the Government appearing in its distinctive character on occasions of public ceremonial, the following order of precedence is established by law, usage or propriety :

THE EXECUTIVE.

The **PRESIDENT**.

The Members of the Cabinet in order, A. Jan. 19, 1886 as follows:

The Secretary of State.

If the occasion be suitable, the Diplomatic Representatives of Foreign Governments should accompany the Secretary of State in the order of presentation of credentials to **THE PRESIDENT**.

The Secretary of the Treasury.

The Post Master General.

The Secretary of War.

The Secretary of the Navy.

The Attorney General.

The Secretary of the Interior.

Assistant Secretaries follow in the order of their rank, First, Second or Third, in their respective departments, according to the rank of their chief officers, and Bureau officers the same.

Private Secretaries in the order of their chief officers.

The Assistant Private Secretary to THE PRESIDENT.

The Executive and Departmental clerks have no status in official society.

THE CONGRESS.

THE SENATE—The *Vice President* of the United States, ex-officio President of the Senate.

Senators in the order of Seniority. The Senator filling the office of President *pro tempore* of the Senate has no special rank by virtue of that choice of his fellow Senators, unless in actual occupation of the office.

The Secretary of the Senate, and other elective officers.

The Librarian of Congress, Public Printer, Architect of Capitol.

The non-elective employ  s have no official or social status in the Senate.

THE HOUSE OF REPRESENTATIVES—

The Speaker of the House of Representatives.

Representatives.—The arrangement of the Roll of the House is alphabetical, and the same applies with respect to the order of the States. Within each State the arrangement is according to the number of the districts respectively. On occasions of ceremony, after the Officers of the House and the four eldest Representatives in duration of continuous service, no formal disposition is observed.

The Clerk of the House, and other elective officers.

The non-elective employ  s have no official or social status in the House.

THE JUDICIARY.

THE SUPREME COURT—The Chief Justice of the United States. The Associate Justices in the order of Seniority. The Clerk of the Court and Deputy Clerk. The Marshal and Assistants. The Reporter.

Judges of Circuit and District Courts of the United States, if in the city, take rank on occasions of ceremony after the Associate Justices.

THE COURT OF CLAIMS—The Chief Justice. The Judges. The Chief Clerk. The Bailiff.

THE GENERAL ORDER OF OFFICIAL PRECEDENCE. Established by constitutional recognition, law, seniority, usage or propriety, as follows:

1. The PRESIDENT.
2. The Vice-President and President of the Senate. The President of the Senate *pro tempore*, in event of a vacancy in the office of Vice-President.

3. The Chief Justice of the United States.
4. Senators. 5. The Speaker. 6. Representatives in Congress.
7. Associate Justices of the Supreme Court of the United States.
8. The members of the Cabinet in the order of succession to the Presidency, act January 19, 1886.

The members of the Foreign Diplomatic Corps in the order of the presentation of their credentials to THE PRESIDENT, and Foreign members of International Commissions. and official counsul with the legation of their countries, take their places with the Secretary of State.

9. The General of the Army and Admiral of the Navy.
10. The Governors of States.
11. The Chief Justice and Associates of the Court of Claims. Circuit and District Judges of the United States. The Chief Justices and Associates of Territories and District of Columbia.
12. The Lieutenant General and Vice Admiral.
13. Diplomatic Representatives of the United States.
14. Major Generals, Rear Admirals, and officers of the Staff of equal rank.
15. Brigadier Generals and Commodores.
16. Chiefs of Quasi-independent Civil Bureaus. Chiefs of Departmental Bureaus in the order of their chief officers.
17. Colonels, Captains of the Navy, Staff Officers of equal rank, the Colonel of the Marine Corps.
18. Consuls General and Consuls of Foreign Governments, according to date of exequatur, and the same of the United States, according to seniority of service.
19. Lieutenant Colonels and Majors of the Army, and Commanders and Lieutenant Communders of the Navy, and Staff officers of equal rank.
20. The Commissioners of the District of Columbia; Governors of Territories, Lieutenant Governors and other elective State officers in their accepted order at home.
21. Captains, First Lieutenants and Second Lieutenants of the Army, and Lieutenants, Masters and Ensigns of the Navy, and Staff Officers of equal rank.
22. Assistant Secretaries of Executive Departments, Secretaries of Legations, Secretaries of the Senate and House of Representatives and Clerk of the Supreme Court.

The order of precedence within each branch of the Executive, Legislative, Judicial, Military, Naval and Marine services is governed by the order of rank and regulations, and will be found under their respective heads.

The wives of persons occupying these degress of rank, take precedence with their husbands.

TITLES. The spirit of American institutions is averse to titles, though

popular favor sustains their use by courtesy, profession or rank. Official or professional titles are essential to that ready distinction of rank or duty which alone prevents confusion and humiliating mistakes. The title *Honorable* is only proper for grades of officials below THE PRESIDENT of the United States or Governor of a State, thus applying to heads of Executive Departments, National or State, the members of The Congress, and also the Judges of the Courts and the Mayors of cities. These are entitled to its use for life. All below are simply entitled to Mr. or Esq., and to apply the title *Honorable* is an assumption. This rule applies to Governors of Territories.

The use of Military or Naval titles is regulated by the commission.

When a person has a right to several titles and but one is used, always select the highest.

Any person having official rank may be addressed by any title belonging to him above the one to which he is entitled by virtue of his present rank, but to address him by any title below that rank would be inappropriate.

Professional titles may be used in the same manner, but not scholastic titles, unless they are professional also.

Usage at the National Capital has authorized the form Mr. and Mrs. below THE PRESIDENT, as Mr. Speaker —.

The general rule governing official titles is never to abbreviate those of THE PRESIDENT, the Vice President, the Chief Justice, the Speaker, the Governor, or Mayor; below these it is proper.

The right of an individual to the *title of office* under the supreme government expires with his retirement from that office. This rule applies to all official titles, whether belonging to the Executive, Legislative or Judicial branches of the Government, excepting military or naval titles. These continue during life. It is customary to address retired officials by the titles to which they had a right before entering the service of the General Government.

The titles and form of address for officials will be found under the heads of their respective grades.

OFFICIAL HOURS. The public business begins at 9 a. m., and closes to the general public at 2 p. m., in order to afford time without interruption to complete the business of the day, which terminates at 4 p. m. The Departments are open every day except Sundays, January 1st and July 4th (or the day celebrated if either of them fall on Sunday), Thanksgiving Day, and such other holidays declared National by act of Congress. Upon such days public business is suspended and the Departments are closed. Upon other exceptional occasions public business may be in whole or in part suspended in the Executive Departments by Executive order.

SOCIAL HOURS. The social and domestic routine of Washington is

regulated and controlled entirely by official duties. The day is divided into two parts, socially speaking, all that portion before the dinner hour which is after the close of official hours, being regarded as morning; and that portion of time thereafter as evening. Hence in afternoon receptions it is generally customary to say good morning, although it is really afternoon. This applies only in conversation. In notes and invitations the usual divisions of time are used, mentioning the hour and either a. m. or p. m., as the case may be.

CALLS OF ETIQUETTE. The routine of official as well as social life at Washington is regulated by certain conventionalities.

THE PRESIDENT receives calls of ceremony, but never returns them, except in the case of a Sovereign, President or Ruler of an independent Government, who should make the first call. He does not make social calls in the strict sense of the term. His official relations are also regulated by certain proprieties of station, as will be seen under the head of The President.

The *Vice President* and *Senators* who exercise legislative and certain executive and judicial powers, receive first calls from the Associate Justices of the Supreme Court of the United States, the Cabinet and Foreign Ministers, and others below them. Their families call in the same manner.

Representatives in Congress make the first call upon all persons in the higher grades. This rule applies also to the Speaker of the House.

The Associate Justices of the *Supreme Court* receive the first call from all officials except THE PRESIDENT and Vice President, and all other constitutional officers upon whom they make the first call. Their families hold the same relation.

The Secretary of State and other members of the Cabinet receive the first call from Foreign Ministers. While Foreign Ministers are here as representatives of a Foreign nation, their official relations are not supreme. The families of Cabinet Ministers, however, call first upon the families of Diplomatic Ministers.

A *stranger* of distinction visiting the Capital should make the first call upon a resident official of equal rank.

A newly appointed *official*, of whatever rank, makes the first call of office or courtesy upon those occupying grades above, and receives the first calls from those below him.

These *calls of etiquette*, however, save in exceptional cases, are confined to the branch of the service or department to which the official belongs.

Strangers arriving in Washington should call first and leave a card, to advise those to whom they wish to make their arrival known. The party should then return the call or leave a card within two days, otherwise the person making the call will know that his call will not be returned. This will also apply to calls on officials by persons entitled to do so.

The rules regulating the *calls of etiquette* of persons in official rank also apply to the ladies of their families, excepting in the case of the ladies of the families of Cabinet Ministers, who call first upon the ladies of Diplomatic Ministers.

CARDS. In official calls cards should always be used, as it will prevent mistakes by subordinates, and may save the annoyance of a refusal of an audience through misapprehension of name and station. The chief officers of the Executive branch of the Government, Senators and Representatives, are usually admitted without card in all official places during official hours. This also applies to Bureau officials within their respective departments.

Those not entitled by rank or duty to these privileges hand their cards to the usher at the door, who will deliver them to the official and bring back his wish. Public duties sometimes interfere with immediate recognition of the cards of officials or friends, in which case it will be necessary to be seated in the ante room. If the card be that of a personal friend or simply to pay respects it takes precedence, as such callers are readily disposed of. The fact "To pay respects" should be noted on the card, as it may save delay. (*See General Etiquette of Cards.*)

INTRODUCTIONS. In official life, as a rule, an introduction carries no more weight than that it may open the way to future intercourse. The fact that discriminations are seldom made by public men in introducing their friends, has made personal introductions to officials, as a rule, of little consequence.

For an introduction to have any weight it is well to couple it with some personal remarks explanatory of the reason for the occupation of the official's time. (*See Forms of Introduction.*)

OFFICIAL COMMUNICATIONS. All persons in communicating officially, with the chief of any branch of the Government should observe the following rules:

All communications should be written in a clear and legible hand, in concise terms, without erasures or interlineations, and on one side only of each half sheet.

If the subject matter can be completed on one page, and no communications or papers are inclosed with the letter, a half sheet only should be used; but if communications or papers are inclosed with the letter, a whole sheet should be used, and such communications or papers should be placed between the leaves.

Inclosures should be separately numbered, and referred to accordingly.

The paper used should, if official, be white foolscap; stop-ruled on the first and third pages only, leaving one-inch margin back and front, top and bottom.

Separate letters should be written on separate subjects.

Letters should be folded twice, parallel with the ruling, indorsed with the name and rank of the writer, place and date, and brief statement of the contents.

Signatures should be legible, and the writer should annex his address if a reply be needed.

Official letters, relating solely to subjects with which a Bureau is intrusted, should be addressed to the Chief of the Bureau. All other correspondence must be with the Head of the Department.

NOTES. In official intercourse notes are indispensable. They are more informal in some respects than letters, and are particularly used to convey some sudden information or request, as between officials of equal rank or others in official or social relations. (*See Forms of Notes.*)

THE SEASON. The *social season* at the Capital begins with the general receptions at the Executive Mansion and by the Cabinet Ministers on New Year's Day, and terminates with the beginning of Lent. During Lent, as a rule, there are no important public entertainments, although quiet dinners and less conspicuous social gatherings are indulged in by some. The observance of Lent, however, is sufficiently recognized to make a marked difference in the gayeties of the city.

The *Congressional Season*, when there is more activity in official and social life at the Capital than at other periods of the year, begins regularly on the first Monday in December, and usually ends with the session, or earlier when the session is protracted into the summer. From June until September, owing to the heats of summer, the prominent members of the Government and residents generally leave the city on their vacations.

RECEPTIONS. During the season the formal social demands upon the higher members of the Government, the convenience of the ladies of their families, and of friends and visitors in the city who wish to call, have given rise to what are known as *Receptions*. As a rule these begin and end with *The Season*. There are several classes of Receptions:

Afternoon Receptions or Drawing Rooms. Usual hours from 3 to 5 p. m.; no *invitations required*; held on stated days by the ladies of the higher officials and ladies prominent in society, and to which all persons of reputable character and becoming dress are admitted. Although specially attended by ladies of all classes in official or social standing, and whose social engagements may occupy the evenings, gentlemen may attend with or without ladies. The head of the house may be present, but this is optional.

Evening Receptions—Except THE PRESIDENT'S Levee. Usual hours, 8 to 11 p. m. Always by card, unless otherwise announced in the newspapers. As a rule these are given by the Vice-President, Senators, the Speaker, Representatives, and Members of the Cabinet who entertain, and sometimes by distinguished private citizens. At these the gentleman of the house is always present, and receives with his lady and others whom she may invite to assist her.

RECEPTION DAYS. Usage has set apart certain days when the ladies of the households of receiving officials are "at home." The designation of certain days for certain classes of officials, was adopted as a matter of convenience to the public, and to give the lady of the house time to attend to her own social duties on other days, without interruption or disappointment to her friends.

The Rule for days "at home" now in vogue is:

Mondays—Ladies of the families of Justices of the Supreme Court of the United States and "Capitol Hill."

Tuesdays—Ladies of the families of The Speaker and Representatives in Congress and General of the Army.

Wednesdays—Ladies of the families of Members of the Cabinet.

Thursdays—Ladies of the families of the Vice-President and Senators of the United States.

Fridays—Ladies of the "West End" or fashionable quarter of the city in and out of official life.

Saturdays—The Drawing Rooms of the Presiding Lady of the Executive Mansion.

Ladies not in official life may adopt any of the above days as a convenience to those making calls on the families of officials in the same neighborhood. There is a disposition to change this custom, by certain persons receiving calls by grouping localities and without regard to official rank or classification. There is much to be said on this subject on both sides, but for the convenience of those unacquainted with localities the present custom is preferable. It also preserves those distinctions of rank and station which are so necessary to the proper order and decorum of refined society. Besides, usage is against the change.

THE ETIQUETTE OF RECEPTIONS. A person calling during afternoon receptions hands a card to the usher at the entrance to the room in which the hostess receives, and the name will be announced; enter and exchange courtesies in the usual form. When there is no usher in attendance leave the card on the receiver in the hall and enter the room, and if not acquainted with the hostess announce your own name distinctly. A few expressions of civility are sufficient, unless the hostess be not engaged in receiving then it is proper and desirable to enter into conversation on appropriate sub-

jects, to relieve the rigidity of the occasion, but as others arrive withdraw to give them opportunity. There is nothing so embarrassing to a kindly host or hostess as a person presuming on acquaintance putting in the last word, whilst others are waiting to be received. The only formality necessary is to extend the compliments of the season and move on.

At *Evening Receptions* invited guests are shown to the dressing and coat rooms. After removing wraps, proceed to the drawing room, the lady resting on her escort's left arm.

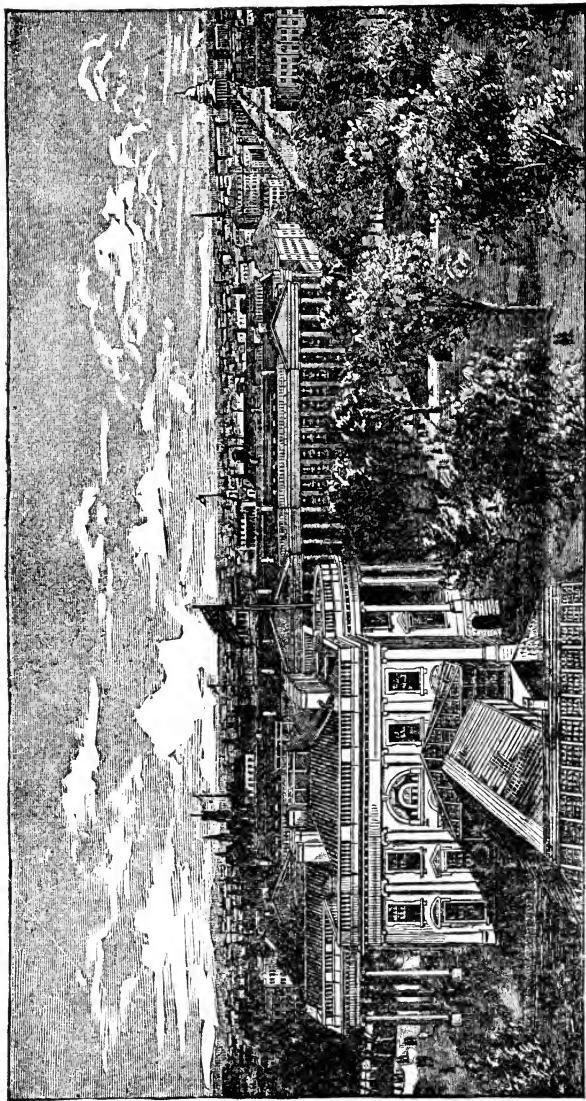
It is customary at ladies receptions to have refreshments. After offering the compliments of the season to the host and hostess and exchanging a few words, it is proper to withdraw to the refreshment room. A cup of coffee, a salad, an ice or sandwich or cake is sufficient. It is not suitable to set in for a "square meal." Not unfrequently the hostess calls the attention of visitors to the refreshment room. Upon withdrawing, always take leave of the host and hostess in the same manner in which you appeared. It is inelegant for a gentleman to rush out for his hat and overcoat and then return to take leave.

At an Afternoon Reception a gentleman may carry his hat in his hand, but he should not wear his overcoat nor take it with him into the Drawing-Room, if there are conveniences to leave it. Ladies always wear their bonnets and light wrappings.

At Evening Receptions both gentlemen and ladies should be in full dress, though elderly ladies especially calling at the Executive Mansion may wear bonnets.

DRESS. For visiting and at all afternoon receptions, ladies and gentlemen should appear in such dress as is recognized in good society for morning calls, as a frock coat and light shade of pantaloons, dark cravat and sombre shade of gloves for gentlemen, and street costume of appropriate material and fashion for ladies.

At all evening receptions and dinner parties, full evening dress for ladies should be rigidly observed. Gentlemen should appear in black, full dress coat and pantaloons, white or black vest, and white necktie and gloves. (*For Dress and Toilettes see General Etiquette.*)



THE EXECUTIVE MANSION—OFFICIAL RESIDENCE OF THE PRESIDENT OF THE UNITED STATES.

The President.

AS Chief Magistrate of the people, THE PRESIDENT is the head of the political and social superstructure of the Republic. "The Executive Power shall be vested in the President of the United States." (*Constitution of the United States, Art. II, Sec. I.*)

Before entering on the execution of his office, THE PRESIDENT takes the oath or affirmation required in terms by the Constitution of the United States, to "preserve, protect, and defend the Constitution of the United States "

He is the constitutional "Commander-in-Chief of the Army and Navy of the United States, and of the militia of the several States when called into the actual service of the United States."

He has power to grant reprieves and pardons for offenses against the United States, except in cases of impeachment.

He has the constitutional power with the advice and consent of the Senate, to make treaties, and appoint and commission all officers of the United States, whose appointments are not otherwise provided for in the Constitution, and which shall be established by law, and can fill vacancies temporarily, during the recess of the Senate.

He communicates to Congress information on the state of the Union, and recommends measures he may deem necessary and expedient. He can call both or either House of Congress on extraordinary occasions. He can in event of a disagreement between the two Houses on the time of adjournment, adjourn them to such time as he may think proper.

He receives all Ambassadors and other public Ministers. He executes the laws.

No bill becomes a law without his approval, positive or tacit, or being vetoed by him, must receive a two thirds vote of each House before it can become a law without his consent.

TITLE. In the convention of 1787, which framed the Constitution of the United States, the subject of the President's title was elaborately discussed. Among other forms suggested was His Excellency the President of the United States. It was finally decided that "No title of nobility shall be granted by the United States." (*Art. I, Sec. 9, Constitution of the United States.*) No

exception was made regarding the title of THE PRESIDENT. It was agreed that he should be addressed officially simply as THE PRESIDENT. The subject was again discussed in Congress in 1789. The designation "His Excellency," was negatived. The Senate Committee reported, "His Highness the President of the United States of America and Protector of their Liberties." This was also negatived. Whereupon, the Senate accepting the title already adopted by the House, in presenting an address to the President, *Resolved*, That the present address be TO THE PRESIDENT of the United States without addition of title. This form has since been used in all official communications.

FORMS OF SALUTATION. When *addressed in person*, the form proper to use upon all occasions is, MR. PRESIDENT, and nothing more. Mrs. Washington, contemporary history informs us, always addressed General Washington as THE PRESIDENT. Sometimes a military title, when entitled to the same, is used when addressed by a friend, but this is in bad taste.

No honorary titles should be used, but simply the full name. The right to use the title of President ceases with the retirement of the individual from office. There can be but one President, and the title belongs to the office and not to the man. It is proper to use the title *Ex-President*, and this should always be used in speaking or writing of a retired President. In conversation the highest title to which the retired President is entitled should be used.

PREROGATIVES. The Presidential office, in its official and social environments, enjoys certain prerogatives not recognized in other stations in public or private life. These are essential to the proper exercise of its high functions and to that seclusion and privacy which otherwise would make the President nothing more than the slave to every demand upon his time and attention to the exclusion of public business. In the social world he is released entirely from its many and exacting obligations.

OFFICIAL AND SOCIAL STATUS ESTABLISHED. The first President had not resided at the Capital, then New York City, long, before he found it absolutely incumbent upon him to enforce rules for the transaction of business and the entertainment of company. The social status of the President was as crude and illy understood or appreciated as was his Executive capacity and administrative authority. The people generally were unaccustomed to the conventionalities of high official station, and often waived all ceremony in pursuit of their personal ends. It is said that the President's House was thronged at all hours of the day and night, and that frequently the crowd pressed into the private apartments of Mrs. Washington before she had

arranged her toilette, and on several occasions the President himself complained, before she had arisen from her bed. This primitive state of affairs about the President's House was not only annoying from a domestic point of view, but official business, which at this time was pressing owing to the whole machinery of government being new and untried, was set at naught.

Under these circumstances, and in view of the entire absence of precedents, the President, May 17, 1789, about a month after his inauguration, addressed a note to Vice President Adams stating that he wished to avail himself of his views on the points named. The same inquiries were made of Jay, Hamilton, and Madison.

RELATIONS STATED. It may be interesting to incorporate here the reply of the Vice President as it constitutes the corner-stone of the social regime of the Executive Mansion even to this day. In his reply dated New York, 17 May, 1789, Mr. Adams stated: The Vice President has the honor to present his humble opinion on the points proposed for his consideration.

Intercourse with the people. That an association with all kinds of company and a total seclusion from society are extremes, which in the actual circumstances of this country, and under our form of government, may be properly avoided.

Adaptation to popular forms. The system of the President will gradually develop itself in practice, without any formal communication to the Legislature or publication from the press. Paragraphs in the public prints may, however, appear from time to time, with out any formal authority that may lead and reconcile the public mind.

Visits of compliment. Considering the number of strangers from many countries and of citizens from various States, who will resort to the Seat of Government, it is doubted whether two days in a week will not be indispensable for visits of compliment. A little experience, however, will elucidate this point.

Personal audience. Under the fourth head, it is submitted to consideration whether all personal applications ought not to be made, in the first instance, to a Minister of State. Yet an appeal should be open by petition to the President, who, if he judges the subject worthy of it, may admit the party to a personal interview. Access to the Supreme Magistrate not to be rigorously denied in any case that is worthy of consideration. Nevertheless, in every case the name, quality, and, when these are not sufficient to raise a presumption in their favor, their business ought to be communicated to a chamberlain or gentleman in waiting, who should judge whom to admit and whom to exclude. Some limitation of time may be necessary, too; for example, from 8 to 9 or 10; for without it, the whole forenoon or the whole day may be taken up.

Invitations. There is no doubt that the President may invite what official

characters, members of Congress, strangers or citizens of distinction he pleases, in small parties, without exciting clamors, but this should always be done without formality.

Public entertainments inappropriate. The entertainment mentioned in this article would much more properly be made by a Minister of State for Foreign or Domestic Affairs, or some other Minister of State or the Vice-President, whom, upon such occasions, the President, in his private character, might honor with his presence. But in no case whatever, can I conceive it proper for the President to make any formal public entertainment.

May receive informal visits. There can be no impropriety in the President's making or receiving informal visits among his friends or acquaintances at his pleasure. Undress, and few attendants, will sufficiently show that such visits are made as a man, a citizen, a friend or acquaintance. But in no case, whatever, should a visit be made or returned in form by the President; at least, unless an Emperor of Germany or some other sovereign should travel to this country. The President's pleasure should absolutely decide concerning his attention at tea parties in a private character; and no gentleman or lady ought ever to complain if he never or rarely ever attends. The President's private life should be at his own discretion, and the world should respectfully acquiesce. As President, he should have no intercourse with society but upon public business or at his levees. This distinction, it is with submission, apprehended, *ought* to govern the whole conduct.

President's journeys. A tour might, no doubt, be made with great advantage to the public if the time can be spared; but it will naturally be considered, as Foreign Ministers arrive every day, and the business of the Executive and Judicial Departments will require constant attention, whether the President's residence will not be confined to one place.

OFFICIAL HOURS. The *official routine*, as all other matters connected with the internal administration of the Executive Mansion, is regulated to suit the convenience of THE PRESIDENT.

The apartments in the Executive Mansion used for *Executive offices*, are open from 9 a. m. to 2 p. m., every day except Sunday.

THE PRESIDENT usually enters his office, or the Cabinet Room, for the transaction of public business between 9 and 10 a. m.

Members of the *Cabinet* are admitted to an audience without card and without restriction during official hours. In cases of urgency an audience can be requested by card, unless present by invitation of THE PRESIDENT.

Senators and Representatives are received without card during official hours, on days designated by the President, usually every day except Mondays, from 10 a. m. until 12 m.

Any person calling upon the President *on business* during official hours,

enters the Executive Mansion by the North door, and is met by an usher who directs him to the stairway leading to the ante-room above. Arriving there the caller hands a card to the person in charge, who will hand it to the usher, who will submit it to the attention of the President. The caller should be seated and await a reply. The *card* should contain the name of the party and residence. If simply to pay respects, he should write on the upper left-hand corner "*To pay respects.*" This will be more certain to receive attention. If this is not mentioned—and the person is not known to the President—the inference is that the call is on business and must take its turn, and may result in disappointment in seeing the President at all. Ask information from the Ushers at the door.

All calls of ceremony by officials or official bodies, are by previous arrangement, THE PRESIDENT designating the day and the hour.

The presentation or departure of Foreign Ministers or other Diplomatic Representatives or presentation of Foreign personages of high rank, is usually by previous arrangement through the Secretary of State, THE PRESIDENT indicating the day and hour for such visits of ceremony, which are held in the Blue Parlor or Audience Room.

The higher officials of States are received by card any time during official hours except on Cabinet days, and then only before 12 m.

Diplomatic Representatives of the United States departing for or returning from their posts, *Bureau* and other officials, for special reasons desiring an audience, are announced by the usher and a time is set by THE PRESIDENT to see them.

The *general public* are received on days, and at hours designated by the rules of the President's own direction, at present on Wednesdays and Thursdays, between 1 and 2 p. m. It has generally been customary to receive on Mondays, Wednesdays and Thursdays, and by many Presidents, also, on Saturdays from 12 m. to 3 p. m.

Audience on business. Excepting in special cases, or where the parties are personally known to the President, or are accompanied by some influential person, personal audiences on business are not granted. THE PRESIDENT refers all matters of business properly belonging to the Heads of the Executive Departments, to those officers. In matters of appointments to office, THE PRESIDENT will converse only with those entitled to be heard, and in reference to those offices as are strictly in the class termed "Presidential."

The Cabinet. The Cabinet assembles at 12 meridian, on Tuesdays and Thursdays of each week. The Heads of Executive Departments who occupy places in the Cabinet, alone attend.

The *special sessions* of the Cabinet are subject to the call of the President, formally communicated through the Secretary of State. (*See Ceremonial Du-*

ties, *Secretary of State*.) This formality has been abandoned in some instances by the use of the telephone from the Executive Office directly to the Departments, the call being communicated directly from the President through his private Secretary. This innovation does not add to the formality, though it facilitates the assembling of the Council of state.

The rules as to *official hours* and days, except as regards Cabinet days and Sundays, vary according to the habits and convenience of the President. As a matter of history it may be interesting to state that the official and social routine put into practical operation by the first President was as follows :

First. Every Tuesday from 3 to 4 p. m., the President received such persons as chose to call. Foreign Ministers, strangers of distinction and citizens were privileged to come and go without ceremony.

Second. Every Friday afternoon, Mrs. Washington received visits. The President was always present. These were in the nature of Levees.

Third. Affairs of business by appointment were in order at any time.

Fourth. The President accepted no invitations to dinner, but invited to his own, Foreign Ministers, officers of the Government and strangers, in such numbers at once as he could accommodate. On these occasions there was no great formality.

Fifth. No visits were received on Sundays. In the morning the President attended church. In the afternoon he remained in private. The evening he spent with his family and perhaps in receiving an intimate friend. Promiscuous company was excluded.

RULES FOR CALLING ON THE PRESIDENT. A person or stranger unfamiliar with the routine of calling upon THE PRESIDENT will repair to the ante-room of the Executive office, which will be indicated by an usher, hand his card to the officer in charge, who will see that it is delivered at the proper moment, and be seated to await announcement as to whether THE PRESIDENT can receive him. This may require some minutes, perhaps not that day, if the President be engaged on public business.

Should a visitor simply desire to meet THE PRESIDENT, he should mark on the upper left-hand corner, "*To pay respects.*" This will secure recognition at the earliest moment.

When ushered into the presence of THE PRESIDENT, enter the Executive office, and upon approaching THE PRESIDENT, if not known to him, mention your name and residence, offer your hand, make a respectful bow, exchange the compliments of the season and make room for those who follow. There is no objection to remaining in the room a moment to note its proportions and furnishings, or if THE PRESIDENT feels disposed, to indulge in a few words of conversation not on personal matters. Should several persons in one party

enter together, the first should introduce himself, and then present all his companions and state who they are, if of any local importance, and their object in visiting the city, if it can be said in a moment. THE PRESIDENT has no time, however, to listen to an elaborate statement; better say nothing.

Those calling on business must await their turn, and when admitted remain standing, unless invited to a seat, and state in as few words as possible the object of the call. The answer will be prompt and pointed, and the person will probably be referred to the proper department. THE PRESIDENT has no time for the details of personal matters. There are sixty millions of people who have equal claims.

THE EXECUTIVE HOUSEHOLD. The household of THE PRESIDENT of the United States of America consists of the members of his immediate family, or those persons who reside with him in social equality for the time being, by his own invitation.

The *official family* of the President consists of the Ministers or Heads of the Great Executive Departments constituting the Cabinet, and the President's Private Secretary. The ladies of the immediate families of the Cabinet Ministers are in close social relations with the President's family.

THE EXECUTIVE OFFICE. This consists of the Private and Assistant Private Secretaries to THE PRESIDENT, and the clerks who have, however, no official or social relations on account of their positions.

The Private Secretary to the President, or his assistant, keeps the *record* of the President's invitations, and the *steward* of the President's household is the custodian of the plate and other effects of the Executive Mansion.

SOCIAL PREROGATIVES. The *wife of the President*, or the Presiding Lady of the Executive Mansion, is accepted socially as the *first lady of the land* and therefore, in society, takes precedence over all others.

The wife of the President does not return calls formally, although she may make a friendly visit to the ladies of the Cabinet and her most intimate lady friends.

The *social obligations* of the wife of the President, or the Presiding Lady of the Executive Mansion, have at different times been a matter of consideration on account of the constantly increasing numbers of officials, residents and visitors at the Seat of Government who are entitled to recognition. Mrs. Madison devoted three hours of each day, except Sunday, of each week to returning calls. During the Presidency of John Tyler this social duty had increased to such an extent that it became a subject of doubt whether the Presiding Lady of the Executive Mansion "must return visits in person or by card."

THE PRESIDENT makes no calls officially or socially, nor does he accept formal invitations to dinner. As an individual, he may consult his pleasure; but such appearances are the exception rather than the rule, and then have reference to the dignity of the office. He may invite to dinner to suit his own wishes, and his guests must be accepted upon terms of social equality.

It is his duty to return the call of one of his predecessors in office or of a President-elect. He is also expected to return the call of a visiting Ruler or a member of the Royal Family of a Foreign State. He frequently calls informally upon the members of his Cabinet at their offices or residences, or occasionally upon an intimate friend, but this is no part of his obligations. THE PRESIDENT, when convenient, accepts invitations to appear on public occasions such as the inauguration or the dedication of some great National, State or corporate enterprise; or any other formal and appropriate gathering of the people. These appearances are quasi-official, and are regarded as of consistent dignity. He may, in his convenience, be present at a suitable social entertainment or accept the hospitality of a friend, or attend the opera, theater, concert or lecture. In these cases his presence is more in the light of a patron than of a participant or spectator.

The wife of the President may accompany him upon public occasions where ladies are expected to participate. She may also give her patronage to appropriate enterprises of women, but such appearances of the President's wife in public are, as they should be, the exception rather than the rule.

SOCIAL DUTIES. Usage, since the days of Washington, has presented *Card Receptions, Levees and State Dinners* as part of the formal and social routine of the Executive Mansion. These last two entertainments are expected to continue only during the sitting of Congress. The first only as required by proper occasion.

RECEPTIONS. The *receptions of ceremony* are always by card and are properly given in honor of Sovereigns, Presidents, Members of Royal Families, Members of the Diplomatic Corps, retiring Presidents and Presidents-elect of the United States. Invitations are limited to officials or private persons of sufficient importance to entitle them to such consideration, and should take precedence of all other engagements. The rules of conduct upon such occasions are substantially the same as for Public Receptions, and Levees with the exception that the distinguished guest receives with the President the homage of those present, and refreshments are served.

During a *ceremonial reception* of this character the gates of the drives approaching the Executive Mansion are closed, in order to prevent the passers-by from congregating within the grounds and in front of the building.

The ceremonies attending the visit of a *Royal Personage* to the Capital, were well exemplified in the presence of the Prince of Wales during the adminis-

tration of President Buchanan. *His Royal Highness arrived* at the Capital by special train, and was *received* in behalf of THE PRESIDENT by the Secretary of State, who was presented to His Royal Highness by the Diplomatic Representative of his Government. As soon as practicable, after his arrival, the Secretary of State having arranged the hour beforehand to suit the convenience of the President, His Royal Highness, accompanied by the chief members of his suite, the Diplomatic Representative of his Government, and the Secretary of State, made the first call of ceremony, which THE PRESIDENT returned the same day.

THE PRESIDENT, who received his distinguished visitor in the audience room, was attended by his Cabinet Ministers. The Secretary of State *presented* His Royal Highness to the President, while the Diplomatic Representative of his Government presented the members of his suite.

When the wife of the President or Presiding Lady of the Mansion is present, the wives of the members of the Cabinet only should be in attendance. All present should be in full dress.

At 12 m. on a day designated by the President, a *Public Reception* in honor of the Royal visitor was given at the Executive Mansion, to which only the chief officers and representatives of the co-ordinate branches of the Government and a few citizens and their ladies were invited. The President and His Royal Highness, surrounded by a brilliant assemblage, *received* the invited guests. As the latter passed, they were presented by the Secretary of State to His Royal Highness who bowed in return. All the guests were in full dress or the uniform of their rank. The Diplomatic Representatives appeared in Court dress. On the same evening a *Diplomatic dinner* was given by the President, followed by a reception to a limited number of guests. The rest of the time during the visit was occupied in drives about the city and surroundings, and in such other manner as suited the convenience of His Royal Highness. The Secretary of State and the Diplomatic Representatives of that Government had charge of the arrangements.

The following is the *form of invitation* to a reception in honor of a *royal guest*:

THE PRESIDENT OF THE UNITED STATES requests the company of ————, at the reception in honor of HIS MAJESTY THE KING OF ————, on ———— evening, ———— 18—, at ——— o'clock.

Upon the visit of the Queen of Hawaii and suite in 1887 Her Majesty was received at Baltimore by the Hawaiian Minister and representatives of the Departments of State, War, and Navy, and escorted to the Capital. On the following day Her Majesty and suite made a call of ceremony upon the President. She was received within the entrance to the Executive Mansion by the Secretary of State and Assistant Secretary, was shown into the

Audience Parlor and was presented to the President and his wife by the Secretary of State. Several friends were present. At 2 P. M. of the same day the wife of the President accompanied by the ladies of the Cabinet and attended by the Engineer in charge of Public Buildings made the return call of ceremony upon Her Majesty. The same day a diplomatic reception was held at the Hawaiian Legation. Several days were passed in visiting points of interest. A trip was made on a United States vessel to Mount Vernon. The marines were paraded and a royal salute was fired as the royal party entered the Navy Yard and embarked. A small number of invited guests of suitable rank were present. On the third day the President gave a State banquet at 7.15 P. M. The President and wife entered the East Room in advance where they welcomed the Royal guest upon her arrival attended by her suite. The guests in addition to the President and wife and Her Majesty and suite were the Chief Justice, the members of the Cabinet, the Lieutenant General, the Admiral, the Hawaiian Minister, the Dean of the Diplomatic Corps and their ladies and several distinguished unofficial guests.

The Royal party left the Capital the next day.

The following is the *form of invitation* to a reception at the Executive Mansion in honor of the *Diplomatic Corps*:

THE PRESIDENT AND MRS. ———, request the pleasure of the company of ———, on ——— evening, ———, 18——, from eight until eleven o'clock, to meet the Members of the Diplomatic Corps.

The same form is used for all card receptions whether of a *Representative* or *special* character. In the latter case the object is generally stated.

In a reception of the Diplomatic Corps, the members, preceded by the Dean, with their ladies, all in court dress, enter the Blue Parlor in a body. After being recognized by THE PRESIDENT they constitute part of the receiving party.

These invitations are *engraved and printed* on the best quality of paper, with the arms of the United States embossed at the top. They are enclosed in envelopes which receive the sheets in one fold and are delivered to the address by messenger or mail.

The *regulations* governing Card Receptions of THE PRESIDENT are very rigid. The cards must be represented by the persons to whom they are addressed. Any violation of this stringent rule would properly subject the intruder to an invitation to retire.

Unless personally known it would be well for guests to bring their cards of invitation with them.

Upon these occasions there is music in attendance. *Refreshments* are always served. Both for ladies and gentlemen full dress is required. Mem-



Frances Folsom Cleveland.
BRIDE OF THE TWENTY-SECOND PRESIDENT OF THE UNITED STATES. (33)

bers of the Diplomatic Corps and Officers of the Army and Navy, when invited, are expected to appear in the full dress of their rank. The *invitations* are usually limited to 500, although as many as 1200 have been issued for the same entertainment.

The invitations to a Diplomatic Reception are limited to officials holding the commission of the President, military and naval officers of the rank of Colonel and Captain, respectively, and above, and such private citizens and their ladies as the President desires to honor. This limitation was approved by President Hayes.

PUBLIC RECEPTIONS OR LEVEES. These are generally held on Thursdays from 8 to 11 p. m. No *invitations* are issued. The doors of the Executive Mansion are thrown open to all officials and the people at large. No regulation *dress* is expected other than the taste or means of the individual may suggest. Those who are accustomed to good society should appear in full evening dress. There are no *refreshments*, but music. The *rules of conduct at levees* are as follows:

Upon *arriving* at the main entrance the ushers will show the ladies and gentlemen to the cloak rooms, where they will leave their wrappings and hats, and receive a check for the same. Thence they will proceed in the direction pointed out by the ushers or follow in the train of the moving throng. Upon entering the Blue or East Room) where THE PRESIDENT and lady *receive*, each person should announce the name of himself and lady, if so accompanied, to the official in attendance upon the President, generally the Engineer in charge of Public Buildings and Grounds or the Marshal of the District of Columbia, who acts as Master of Ceremonies. He will *present* you and your lady to THE PRESIDENT, to whom you will extend your hand simultaneously, making some expression of the compliments of the evening and turn promptly and present your lady. Then pass on to the chief *lady receiving*, who stands on the President's right. An official or other designated person will here present you. Hand your lady forward, presenting her by name, when she should bow or shake hands. The gentleman should also bow simultaneously, but should not shake hands. *Pass on* immediately to permit those who follow to advance. It is inelegant and annoying to attempt a conversation with THE PRESIDENT or his lady on such an occasion simply to show that you are acquainted. It would be better to return later, when there may be less claim upon their time. Should *ladies* be receiving with the Lady of the House, she will call your attention to their presence, and unless personally acquainted with them, you simply bow and pass on. You are expected to *pass out* of the Reception Room without delay. You may now enjoy a *promenade* in the great throng of distinguished personages of the Capital, and as the *hour of departure* arrives, quietly return to the cloak rooms

secure your wrappings and leave the building. The President withdraws as soon as the hour of closing arrives. On these occasions no refreshments are served.

It is not unusual for THE PRESIDENT to invite ladies of proper rank to assist in receptions.

The following is the form used :

THE PRESIDENT presents his compliments to Mrs. _____ and requests the pleasure of her company to assist at the _____reception on _____, the _____ day of _____, 18—, at _____ o'clock.

Washington, _____ 18—

In *shaking hands* with the President or his lady, it is not necessary for those in full dress to remove their gloves.

STATE DINNERS. During the season it is customary for the President soon after the New Year's receptions, to entertain at a series of formal *dinners*, the Members of his Cabinet, and the Diplomatic Corps and their ladies, the Justices of the Supreme Court and their ladies, and Senators and Representatives and their ladies. The Senators and Representatives are selected alphabetically from the list of those whom the President wishes to invite. The President sometimes invites one or two personal friends who may be in the city. Though, as a rule, these dinners are confined to the higher members of the Executive, Legislative and Judicial branches of the Government. The *time* and frequency of State Dinners rests entirely with THE PRESIDENT, who also alone designates who shall be invited. Custom has assigned between the hours of 8 and 11.

The following is the *form of invitation* most frequently used for State Dinners :

(*The Arms of the United States embossed in gold.*)

THE PRESIDENT AND MRS. _____ request the pleasure of _____ company at dinner on _____, _____ 18—, at _____ o'clock. An answer is desired.

This is printed on best quality paper and enclosed in a suitable envelope which is addressed to the party for whom intended, and delivered by messenger.

This was the form used by the first President, and practically by all of his successors. A few have used the words, "honor" or "favor" instead of "pleasure." The latter is preferable for the Chief Magistrate of the Nation for obvious reasons.

There have been instances in which the name of the President's wife has been omitted from invitations. This would, however, seem inappropriate where ladies form part of the guests. When the *Presiding Lady* is not the wife of the President, the President's name should appear alone.

An invitation to dine at the Executive Mansion should be accepted in writing within two days. It should supersede all previous engagements, even though already accepted.

The following are the usual *forms of acceptance* :

The *Chief Justice* and *Mrs.* ——— have the honor to accept the invitation of THE PRESIDENT to dinner, on ——— the ——— day of —, 18.

The same form should be used by the *Vice President* and the *Speaker*. All other acceptances should be in the same form, except using the official or distinguishing title in the form, General and *Mrs.* ———, Senator and *Mrs.* ———, &c.

The *declination* of an invitation to a State dinner is not permissible except on account of sickness, the death of a very near relative or absence from the city. An invitation from the President of the United States may be regarded in the nature of an order, which cannot be disobeyed except in a most extreme emergency, and then the reason must be given. The announcement of an inability to accept should be in the usual form with the addition of the reason for not being present.

To arrive late would be without excuse ; and would, in the future, cause the name of the person to be omitted from the list. It would not only be an indignity to the President, but to each of his distinguished guests.

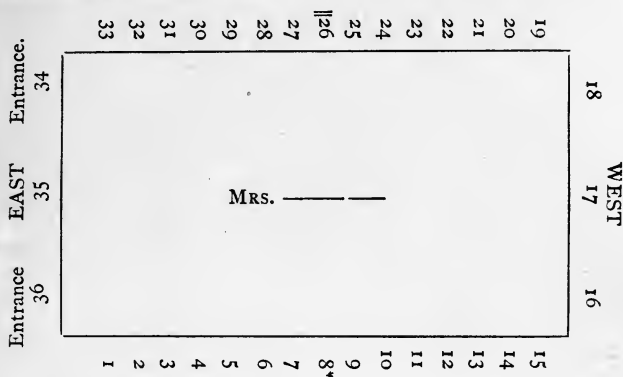
The *invited guests* should arrive from fifteen to thirty minutes before the hour appointed in the invitation. They will be shown to the cloak rooms, and having deposited their wrappings in the custody of a person to receive them, join their ladies and descend to the apartment in which the President is receiving his guests, whence they will be ushered into his presence and pay the compliments of the season. If not engaged in receiving guests or in an unfinished conversation, it would be proper to converse upon some appropriate subject to be dropped instantly upon the arrival of a later guest.

The *order of precedence* at a State dinner, with respect to persons of official rank, conforms to the general rule.

This rule, however, does not apply to the official, citizen or other eminent person and lady whom the President desires to honor for some reason agreeable to himself. A controversy over a question of precedence occurred during the Presidency of Andrew Jackson which resulted in so much feeling in official and social circles at the time, that the President was called on to determine the dispute. It appears at a State dinner Count Serrurier, the French Minister, claimed precedence of a Minister of the President's Cabinet. This was disputed by the latter, and the question was referred to the President, who decided that a Member of the Cabinet took precedence of a Foreign Minister. The Minister declined the invitation.

Ladies must be in grand toilette and gentlemen in full dress. Each gentle.

man after received by the President, will be handed by the usher a small envelope addressed to himself, enclosing a *card* containing a *diagram* of the dinner table with the number of the seat he will occupy at the table checked, and also the name of the lady he will escort to the table, written in the centre of the card and the seat she will occupy. The following is the form of diagram of the State Dinner Table :



* THE PRESIDENT. || The Presiding Lady.

To prevent indelicate haste, if not confusion, the gentleman immediately after receiving this notification should seek out the lady whose name is on the card handed him and whom he is to *escort* to the table, and apprise her of the fact, and offer her his left arm. If he still have his own lady with him she should remain with him, taking his right arm until her escort appears, otherwise she would be subject to isolation and great embarrassment. It would be more gallant for a gentleman to escort two ladies to the table than to permit one to suffer any mortification on account of the absence of her pre-arranged escort.

The President, having selected his guests, the Private Secretary gives directions respecting the seating of them at a State dinner, and also names the lady whom each gentleman shall escort. At a Diplomatic dinner THE PRESIDENT escorts the wife of the Dean or Doyen of the Corps, who occupies the seat on his right. The Dean of the Corps escorts the *lady* of the Executive Mansion and sits on her right. In this manner the guests alternate, according to their rank or social distinction. The guests are usually received by the President and the Presiding Lady in the East Room.

Upon the announcement of dinner the President and the chief Lady honored by the occasion lead off under the direction of the steward of the house-

hold, followed by the guests, entering the State dining room by the entrance on the side of their seats as designated on the table diagram. THE PRESIDENT, with the lady whom he honors, enters the State Dining Room on the right side of the table, as does the Lady of the House with her escort, on the opposite side. As the guests pass along the table they will carefully observe the plate cards, and upon reaching the cards corresponding with their own name and that of their lady they will take their positions opposite and remain standing until the President and his lady seat themselves, when all will be seated.

The form of the plate card is, (Arms of the United States)—————
(name of person)———.

As a State dinner is a formal affair it might be well for those who have not had much experience in conventional dinners to act on the defensive, and where they have any doubts, wait for some one more familiar with such things to set the example what to do, otherwise they may make themselves conspicuous. The wishes of the President governs the scope of the entertainment and regulates the routine of serving and general tenor of the conversation.

The *Presiding Lady* gives the signal for *retiring from the table*, and all the gentlemen are expected to withdraw at the same time unless the President should invite delay.

After dinner the guests may pass a brief time, not to exceed from fifteen to thirty minutes, in promenading in the spacious parlors of the Mansion, which will afford opportunity to each gentleman to return the lady in his charge to the escort with whom she came when he will take leave; and then receive his own and withdraw.

The practice of giving State Dinners originated in the first days of Washington's administration.

DRAWING ROOMS. On Saturdays during the season the *Presiding Lady* of the Executive Mansion holds *receptions* from 3 to 5 P. M. These receptions are more particularly intended for ladies, or ladies escorted by gentlemen, though gentlemen without ladies are not excluded. The *dress* suitable for such occasions is afternoon or street dress for ladies, and evening, but not full dress, for gentlemen. Ladies and gentlemen leave their wrappings in their carriages or in the ante-room. On passing into the Red Parlor leave a *card* on the receiver, usually standing in the corridor, and proceed to the *Blue Parlor*, in which those calling are received. The officer in attendance for that purpose makes the presentation, those desiring to be presented giving him their names. They should bow and pass on.

The general *rules* governing Drawing Rooms are the same as for the receptions by The President.

As the parlors of the Executive Mansion are open it is proper for callers to pass some minutes in *promenading* in the East room and visiting the conservatories.

STATE RECEPTIONS. THE PRESIDENT receives the officers of the Government, the members of the Diplomatic Corps, and the public, at stated hours on New Year's and Independence Days. The order of receiving the various grades of officials and civic organizations is announced in the daily newspapers.

Promptly at 11 A. M. THE PRESIDENT accompanied by his wife or the *Presiding Lady*, and preceded by the officer designated to present the arriving guests, enters the Blue Parlor, from the private stairway. The *Vice President* escorts the principal lady guest and the other ladies who have been invited to receive. They enter and greet the President. The *Cabinet Ministers* with their ladies then follow in turn, and are presented by the Secretary of State. Next enter the members of the *Diplomatic Corps* in court dress, accompanied by their ladies, and present by special invitation from the Secretary of State. (*See ceremonial duties of the Secretary of State.*)

They are presented to THE PRESIDENT and the Vice President in turn by the Secretary of State and to the ladies receiving, by the officers assigned to that duty. Next enter the Justices of the *Supreme Court*, preceded by the Chief Justice, accompanied by their ladies and followed by retired members of the court, and the Justices of the Court of Claims. Then follow in turn *Senators*, the order of precedence on these occasions being varied to suit the ceremonial relations of the Cabinet and Diplomatic Corps to the Executive; *Representatives*, officers of the *Army and Navy*, in full uniform, led by their ranking or senior officer respectively, officers of the *Executive Departments* and members of civic, military or professional organizations. At the close of these receptions the Executive Mansion is thrown open to the *people*, who enter by the main door, and passing through the Red Parlor are received by THE PRESIDENT and immediately withdraw, making their exit by the way pointed out by the ushers. It is proper for *ladies* to call on these occasions. *Ex-officials* or others are entitled to be received with officials of the grade to which they belonged when in the service. These receptions usually *terminate* at 3 P. M.

The reception on Independence Day is held when The President is in the city. The same order is observed as laid down for New Year's Day.

SPECIAL AUDIENCES. Special audiences are accorded by THE PRESIDENT as circumstances require, and with more or less formality, as the occasion suggests. These apply to delegations from conventions, societies or

organizations of different kinds, excursionists in large bodies, or any number of people in a representative capacity waiting upon the President as a matter of courtesy, congratulation or business.

Private audiences, such as the reception of an arriving Diplomatic Representative, are conducted by the *Secretary of State*. (*See Diplomatic Corps.*)

INFORMAL RECEPTIONS. It has long been customary for the family of THE PRESIDENT to receive informally such persons as are privileged to call from 8.30 to 9.30 P. M. upon a designated evening of the week. It is not out of place for acquaintances to call, when no evenings are specially set apart for the purpose, and hand in a card. The usher will know or ascertain whether they can be received.

PUBLIC APPEARANCES. THE PRESIDENT extends his patronage or recognition, by his presence, to gatherings of a public character in honor of some National, State or corporate enterprise, or appears upon other suitable occasions under proper auspices. (*See Social Prerogatives*). At such times it is necessary for the parties authorized, to tender to him a formal invitation in writing, which should be presented by a person deputed for that purpose.

The invitation should be addressed to THE PRESIDENT, and after stating concisely the nature of the occasion 'time and place, should be signed by the proper officers or committee. The acceptance or declination is in writing.

PRESIDENTIAL JOURNEYS. The practice of making *trips* into different parts of the country was established by the First President, who was greeted along the line of his journeys by State, municipal and rural deputations, military and civic bodies and the people. Public addresses of welcome were delivered, salutes were fired and other demonstrations were had in honor of his presence.

The same practice has been continued with eminent propriety since. It is due to the Chief Magistrate, irrespective of political affiliations, that the citizens of the principal towns he may visit upon such occasions should make appropriate manifestations of welcome.

CORRESPONDENCE. THE PRESIDENT carries on all *official correspondence* connected with his administration of public affairs through the Heads of the great Executive Departments. Correspondence relating to official or other matters, but in which the President for reasons of his own takes a personal interest, is carried on under his own direction by his Private Secretary. Where the parties are personal friends, or are specially distinguished, the President frequently honors them with autograph letters.

In *official correspondence* the only form of address is, "THE PRESIDENT—Sir: It is not proper for minor officials to address the President on official business except through the channels of the department to which they belong. In general correspondence of a personal character by persons authorized by acquaintance, friendship or other sufficient reason, it is allowable to use this form: —————, The President, but this should be the exception.

THE PRESIDENT never makes use of the complimentary closing of a communication. He simply signs his name.

The forms of correspondence are the same as in ordinary use.

It is quite common for persons to address The President directly on official business. Except in rare cases and for special reasons such correspondence is opened by an Executive Clerk, read and referred to the Department to which it belongs for consideration and action. The transaction of public business admits of no other course.

In addressing the *ruler of a foreign State*, whether an Emperor, Empress, King, Queen or President, THE PRESIDENT uses the salutation "Great and Good Friend," and closes "Your Good Friend." The special titles of sovereigns differ.

In all other correspondence he employs the usual forms adapted to the character, or degree of acquaintance with the person addressed.

PRESIDENTIAL EQUIPAGE. As a rule the Presidential *Establishments* have been maintained with reference to the dignity of the Presidential office. President Washington's State coach upon all official or ceremonial occasions, was drawn by six horses. In his tours about the country he used four horses, and upon attendance at church, two. His coachman and servants were in livery of white with scarlet trimmings. President Grant appeared on official or ceremonial occasions in a barouche drawn by four horses.

THE PRESIDENT AND THE CO-ORDINATE BRANCHES OF THE GOVERNMENT. Official and ceremonial intercourse between the Executive and the co-ordinate branches of the Government are regulated by certain orders and precedents and are considered under their proper heads. (*See the President and Congress.*)

INAUGURATION OF THE PRESIDENT. It has always been customary for THE PRESIDENT elect to arrive in the city one or two days before the time designated for his formal induction into office. He takes suitable quarters at one of the hotels or at the residence of a friend.

Upon the *arrival* of the President elect at the Capital the national colors

should be floated from all public buildings during each day between sunrise and sunset until after the inaugural ceremonies.

Preliminary courtesies. As soon as practicable after his arrival the President elect should call upon the PRESIDENT, having previously sent a messenger to ascertain his convenience as to time, to pay his respects and to exchange views with reference to the ceremonies attendant upon his succession and taking possession of the Executive office. If more agreeable a time is named for a special consultation on these matters after the formal call of courtesy.

THE PRESIDENT returns the call of the President-elect on the same day.

The President-elect. The President-elect receives any intimate, political or social acquaintances, if the preparations incident to his entering into office will permit. He summons to his counsel such personal or political advisers as he may see fit to consult with respect to the ceremonials of inauguration or the organization of his administration. He declines to receive any officials of the Government save THE PRESIDENT, *Vice President* and *Chief Justice*, until after his inauguration.

The Retiring President. The retiring President invites the President elect and members of his Cabinet and ladies to dinner before the expiration of his term of office. He also holds a levee at a convenient time before his retirement.

Popular Demonstrations. It is customary to issue a call for a public meeting, with a view to appropriate public demonstrations on the occasion of the of the inauguration of the President-elect. For this purpose officers are selected and proper committees appointed to take charge of the details of the work. The residents and business establishments show their interest in the occasion by suitable decorative display. The expenses of the public display are met by subscriptions and sales of tickets to the closing ball.

INAUGURAL PROCESSION. The inauguration of THE PRESIDENT is attended by more or less pomp. The order of arrangements for the inaugural procession is properly assigned to a military officer. The following is the *official programme* adopted and promulgated for the inaugural ceremonies of March 4, 1881, which in point of display was exceptionally elaborate, and therefore furnishes an excellent guide to any future demonstrations of a similar character.

OFFICIAL PROGRAMME INAUGURAL MARCH 4, 18—.

WASHINGTON, D. C., — — 18—

The following will constitute the programme of the inaugural procession :
Two platoons of City Police (mounted.)

Grand Marshal and Aids.

First Division. (Massed on Pennsylvania and New York avenues, N. side,

facing south, right near 17th street); Chief Officers, Aids, U. S. Artillery, Marine Battalion, Troops (if any) which accompanied the *President-elect* to the seat of Government; THE PRESIDENT and *President-elect* and party in carriages, attended by three aids; Cavalry, Portion of the visiting military organizations.

Second Division (Massed around the square east of the Capitol, r. near N. Capitol street, l. near New Jersey avenue S. E. and massed to the rear); the Chief Officer and Staff, Visiting Military designated.

Third Division. (Massed on South side of Pennsylvania avenue facing N.; r. near New Jersey avenue S. E.; l. near 7th street massed to the rear); the Chief Officer, Staff, Grand Army of the Republic; Miscellaneous military organizations from different States.

Fourth Division. (Massed on south side of Pennsylvania avenue; r. near 7th street; l. near the Treasury and massed to the rear); the Chief Officer, Staff, Miscellaneous military organizations.

Fifth Division. (Massed in and about City Hall and Judiciary square, to follow the Fourth Division); the Chief Officer, Staff or Aids, Civic Societies Political Organizations, Fire Department, &c.

Salutes. The — artillery, Captain —, will post a gun and detachment in the mall south of the Treasury, and another in the Capitol grounds to fire the signal guns when so required.

General Directions. The foregoing divisions embrace every organization, civic and military, which has signified to the proper committee an intention to be present. Should, however, other bodies arrive, they may report for a place in line or column to either the Third, Fourth or Fifth Divisions at pleasure.

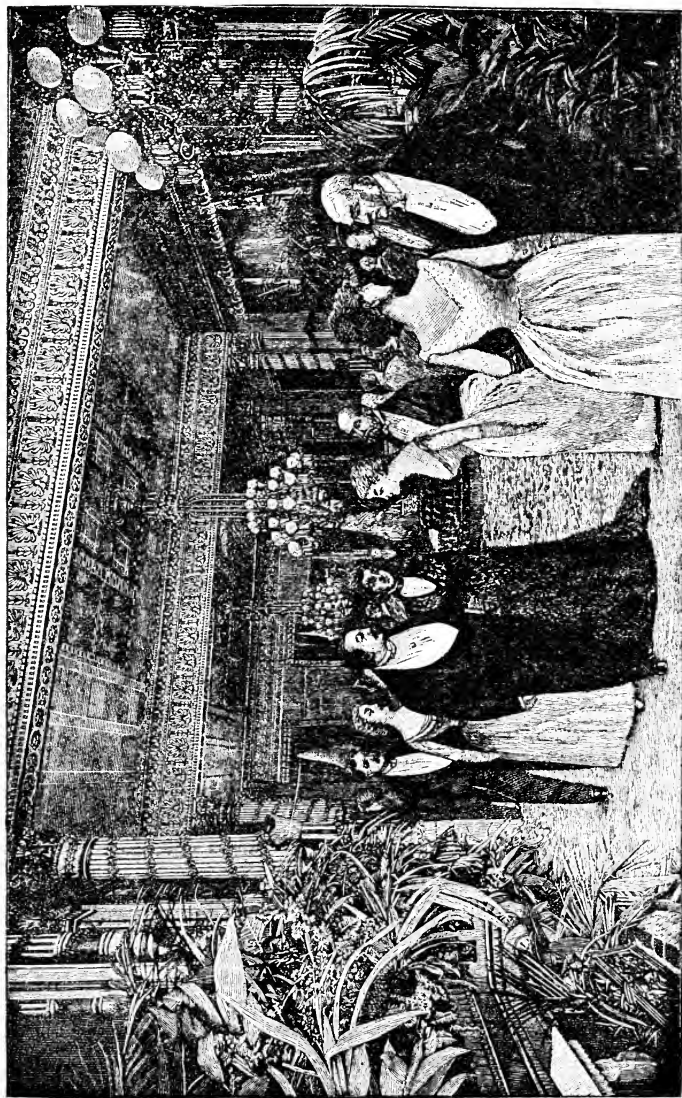
Posts of Marshals. The Post of all marshals during the march will be at the head of their respective divisions, and their aids in ranks of ten or less, two paces in the rear or between the ranks.

Hourof Moving. The procession will move towards the Capitol at 10 15 a. m., so as to allow ample time. At that hour, Pennsylvania avenue, or the principal thoroughfare along the route, will be cleared of vehicles.

Order of March. The troops will be in columns or companies for foot artillery and infantry; of sections for mounted artillery, and platoons for cavalry, all at full distance. Should any reduction of front be necessary, to surmount obstacles break one or more sets of fours to the rear until passed, then move back into line.

Upon nearing the east front of the Capitol column of companies of artillery, infantry and cavalry break into columns of fours and mounted artillery from sections to column of pieces.

The infantry, foot artillery and cavalry will file into the plaza opposite the eastern front of the Capitol and take position under the supervision of the



THE PRESIDENT AND WIFE RECEIVING THE GUESTS AT A STATE DINNER—THE EAST ROOM. (44)

aids to the Grand Marshal in parallel lines of battalion in line of battle, the lines massed upon each other.

A National Salute. A light battery of artillery will be detached from the column and stationed in battery on the open space north of the Capitol and await orders from the Grand Marshal to fire a national salute equal to the number of States in the Union.

Formation of Civic Bodies. The civic portion of the procession will move in the usual order for such bodies, and will be massed by the Deputy Grand Marshal in rear of the troops.

Return March and Review. On the conclusion of the inaugural ceremonies at the Capitol, to be indicated by firing the National salute, the procession will march via the north of the Capitol, and proceeding along Pennsylvania avenue in the same formation of approach will pass the grand stand in front of the Executive Mansion. The President and party, as soon as the ceremonies of inauguration are over, proceed hastily to the grand stand in advance of the head of the column, and there *review* the troops and civic organizations as they march by.

End of March. The rest of the route of march should be covered to the terminating point fixed upon in the line of march so as to avoid confusion. Upon reaching the end of the route each organization will be considered as dismissed and be marched to its quarters by its own commander.

The Grand Marshal. The chief officer charged with the formation and marching of the Inaugural Procession establishes headquarters at a central point and makes public announcement of its location so that he may be conveniently found for instructions and consultation. He should not leave his headquarters from the time of formation of the procession until he takes his position at its head.

Aids. The aids to the President-elect report to him and remain subject to his orders until relieved by his command.

Designating Colors of Marshals. The following *designations* have been appropriately adopted on several occasions, so that certain officers in the parade may be readily distinguished.

The Grand Marshal, if a military officer, wears the uniform of his highest rank, brevet or otherwise, with yellow sash as General Officer of the Day, with rosette of red, white and blue on the left breast. If a civilian, he wears a plain black suit, silk hat and yellow sash and rosette as above.

The Deputy Grand Marshal wears a rosette of red, white and blue on the left breast, with yellow sash.

The Marshals of Divisions, white rosettes on left breast, with the uniform of their grade, if officers; if citizens, plain black suit, with silk hat and blue sash.

Aids to the Grand Marshal, red rosette on their left breasts, with uniform of their rank if officers; if civilians, plain black suit, silk hat and white sash

Aids to the Deputy Grand Marshal, rosette of red, white and blue on left breasts, with red sash.

Aids to the Marshals of Divisions, light blue rosette on left breast, with the uniform of their rank, if officers; if civilians, plain black suit, silk hat and blue sash.

The *Grand Marshal* appoints a suitable number of *Adjutants General* and *Aids* to carry out his orders.

Selection of Marshals and Aids. In the selection by the Grand Marshal of Marshals and Aids, military officers or persons of unquestioned skill and experience in the movement of bodies of men, should be selected in order to avoid marring the success of the display.

All Deputy and Division Marshals and Aids should *report* to the Grand Marshal's headquarters at 9 a. m. to receive orders.

CEREMONIES AT THE CAPITOL. Arriving at the Capitol THE PRESIDENT and *President-elect* are escorted to the Senate Chamber, while the troops and civic organizations mass in front of the building.

The ceremonies attending the *administration of the oath* of office to the President-elect are under the direction of the Senate. (*See the Senate Inaugural Ceremonies.*)

Departure from the Capitol. After the conclusion of the ceremony of inauguration in the Senate THE PRESIDENT is conducted to his carriage and attended by the guard of honor drives hastily to the reviewing stand erected for the purpose on Pennsylvania avenue north of the Executive Mansion. Should the weather be unfavorable or for any reason should there be no review, THE PRESIDENT is conducted to the Executive Mansion, if that be ready for his reception, or if not, to his temporary residence. This is arranged before hand between the outgoing and incoming President, and is simply a matter of convenience to the former.

Taking Possession of the Executive Mansion. If the PRESIDENT takes immediate possession of the Executive Mansion, the retired President with his lady awaits his arrival to welcome him into the mansion, and formally yields up its possession. A *lunch* is usually prepared by direction of the retired President at which THE PRESIDENT presides, after which the retired President and his lady withdraw from the Mansion to their temporary residence in the City.

Presidential Courtesies. After the new President has returned to his residence or taken possession of the Executive Mansion, the ex-President pays him a visit of ceremony and congratulation. This is done immediately as the visit will also afford THE PRESIDENT an opportunity to express any re-

quest or desire for suggestions for information that he may have to make of his predecessor before his departure from the City.

INAUGURAL BALL. It is customary to close the ceremonies of Inauguration with a grand ball, which is generally conducted under the auspices of a citizens committee of arrangements, appointed at a public meeting. Upon such occasions the details are entrusted to sub committees. (*See Forms of Invitations.*)

DEPARTURE OF THE PRESIDENT. President Washington upon his *retirement* from the Presidential office, published a farewell address, reviewing some features of his administration. The citizens of Philadelphia, then the Capital, later gave him a banquet. He then returned to Mount Vernon, being everywhere received with tokens of applause and respect by the people.

It is now customary for the retiring President to review the principal acts of his administration in his last annual message to Congress, preceeding the expiration of his term of office.

His departure from the Capital is attended with no ceremony, other than the presence of the members of his late Cabinet and a few officials and personal friends. THE PRESIDENT leaves the Capital as soon as practicable after the inauguration of his successor.

DEATH OF THE PRESIDENT. Upon the death of THE PRESIDENT the members of the Cabinet assemble at the earliest moment in an adjoining room and prepare an official announcement of the fact, with relevant particulars, for formal and official promulgation, and to accompany the official notification of the Vice-President of the vacancy in the Executive office.

All messages of *condolence* from foreign governments are received by the Secretary of State, in behalf of the nation and the family of the late President. He also makes suitable responses in the name of both.

If *Congress* be in session, each House after formal announcement of the event, and the passage of suitable resolutions of condolence and authorization of the appointment of a Committee to attend the remains to the place of interment; adjourns for that day and also on the day of interment. If Congress be not in session any Senators or Representatives in the City show their respect by being present at the obsequies.

The Secretary of War and Navy make appropriate *announcements* to their respective branches of the service, and direct the Commanding General of the Army and officers of the Navy to give the necessary instructions in general orders, so that all proper *honors* may be paid to the memory of the late Chief Magistrate of the nation, at head-quarters of each military department, di-

vision and station, and at all naval stations, and on all vessels in commission in accordance with the regulations of the service. (*See Military and Naval Funeral Honors.*) The Executive Departments are *closed* by order of their respective heads, flags are placed at half staff and public business is suspended, as far as practicable until after the interment. The Executive Mansion and buildings are draped in *mourning* for a period of sixty days.

It is proper to use *mourning stationery* in all official correspondence emanating from the Executive office and Department of State for a period of three months.

PRESIDENTIAL SUCCESSION. The induction of the *Vice-President* into the office of **PRESIDENT**, upon the demise of its duly elected possessor, admits of no delay, and has always, and appropriately, been attended with as little display as possible.

The *Vice-President* having received the official *notification* from the members of the late President's Cabinet of the death of the President, it is his duty, without delay to take the oath prescribed by the Constitution for the President. If absent from the Capital he summons the nearest United States judge for that purpose and repairs to the seat of government at the earliest moment.

Having arrived at the seat of government, on the same day, if practicable, at an hour previously arranged, and attended by a few distinguished friends, the Vice-President repairs to his official quarters at the Capitol where the Cabinet of the late President and such Senators and Representatives as are in the city are in waiting.

The Attorney General, who has charge of the ceremony, repairing to the Robing Room of the Supreme Court, notifies the Chief Justice that the Vice-President is ready to take the oath. The Chief Justice, attired in his judicial robes, attended by the Attorney General, Associate Justices in the city and the clerk of the court, proceeds to the Vice President's room. Approaching the Vice-President the Chief Justice greets him, after which, at his direction, the clerk of the court holds forward the Bible, upon which **THE PRESIDENT** resting his hand *takes the oath* prescribed by the Constitution and receives the congratulations of the Chief Justice and others assembled. The Chief Justice and associates, preceded by the officers of the court, then withdraw. **THE PRESIDENT** may follow the taking of the oath by delivering a brief address referring to the grief of the nation and giving an assurance to the people of his purpose to carry forward the wise measures of public policy inaugurated by the late President.

A meeting of the members of the *Cabinet* of the late President is called, at which **THE PRESIDENT** may request their services until their successors shall have been appointed.

As soon as practicable after the official announcement of the death of the President, an official notification of the succession of the Vice-President is promulgated. The succession is also announced by the Secretary of War through general orders from headquarters and issued to the army. The same form is observed by the Secretary of the Navy.

The form of announcement is as follows :

"The Secretary of War announces to the Army that upon the death of _____, President of the United States, _____, Vice-President, on the _____ day of _____, 18—, at _____ in the city of _____, took the oath of office as President of the United States, to which office he acceded by virtue of the Constitution

THE PRESIDENT allows a suitable time to pass to enable the family of the late President to make preparations to retire from the Executive Mansion.

In the event of the death of the Vice-President while filling the office of President, the same form of notification and induction into office would be observed for the Secretary of State or other heir presumptive to the Chief Executive office of the Nation.

Out of respect, on the demise of an ex-President, the Executive Mansion and Buildings are draped in mourning for thirty days, and flags are placed at half mast on all public buildings, forts and vessels, until after the interment. Public business is suspended on the day of the funeral. In other respects the same form is observed as suitable for the interment of a distinguished citizen.

PRESIDENTIAL OBSEQUIES. Upon the death of THE PRESIDENT the remains lie *in state* either at the Executive Mansion or the Capitol, and an opportunity is accorded the public to view them. The casket is placed on a dias of suitable height, and floral and other mourning emblems are disposed so as to produce the desired effect without inconveniencing those who have come to pay their last tribute of respect. The public arrive by one entrance and leave by another. A guard of honor remains in charge of the body and is told off in reliefs of six hours duty each.

When the *funeral ceremonies* are held at the Capitol it has been customary to close the building and issue *tickets* to persons entitled to receive them in order to restrict the number present to the accommodations at command and to enable the representatives of the different branches of the government and the Diplomatic Corps to take their appropriate places free from the confusion incident to a promiscuous crowd. (*See forms of invitation.*)

When the Rotunda of the Capitol is selected for the purpose, on the day set apart all the entrances to the building are closed. At the hour designated persons holding tickets, 1,200 being the maximum issued, under the direction of the Sergeants-at-Arms, enter and take the seats assigned them as follows :

By the North Door. The relatives of the deceased. THE PRESIDENT and

Cabinet, ex-Presidents, ex-Vice-Presidents, the Chief and Associate Justices of the Supreme Court, Senators and the officers of the Senate and ex-Senators. Each of these groups should enter in a body.

By the South Door. Members and ex Members of the House of Representatives and the Officers of the House.

By the Main Bronze or East and West Doors all others holding tickets.

The *minor officials* and *public* should enter promptly and at least twenty minutes before the time fixed for the services to begin.

The *Representatives* and ex-representatives and officers of the House should enter in a body fifteen minutes before the hour fixed, and be received by the committee on arrangements, and shown to the seats assigned to them.

The *Senate* should enter in similar manner twelve minutes before the hour.

The *Diplomatic Corps* should enter and be received and seated ten minutes before the hour.

The *Chief and Associate Justices of the Supreme Court* should enter and be received and seated five minutes before the hour.

The *Ex-Presidents* and *Ex-Vice-Presidents* should enter and be received and seated three minutes before the hour.

THE PRESIDENT, attended by his cabinet, should be received by the Sergeant-at-Arms, and announced and shown to his seat. Upon the entrance of the President, the entire assemblage should rise in token of respect, and remain standing until he is seated, when all should be seated and the ceremonies begin.

The Ceremonies. The assemblage of high officers of state and the members of the co-ordinate branches of the Government, the Diplomatic Corps, and others in attendance, being seated, the officiating clergyman with those associated with him, render the services for the dead, in accordance with the ritual or forms of the church of the deceased, or according to the wishes expressed by the members of the family.

The Secretary of State, as soon as the time for the obsequies is determined upon, issues the following announcement :

DEPARTMENT OF STATE, WASHINGTON,, 18...

To the People of the United States :

The Secretary of State announces that the funeral ceremonies of the late Chief Magistrate will take place at the Executive Mansion (or Capitol) at o'clock, on, the inst. The respective religious denominations throughout the country are invited to meet in their places of worship at that hour for the purpose of solemnizing the occasion with appropriate ceremonies.

.....,

Secretary of State.

The Funeral Cortege. The arrangements for the funeral procession are

carried out under the direction of the Secretary of War, and are officially promulgated, as follows:

Order of arrangements for the funeral, at Washington City, of ———, late President of the United States.

The remains of the late President will lie in state in the rotunda of the Capitol until — o'clock P. M. on ———, the — inst., when they will be borne to the depot of the ——— railroad, and thence conveyed to their final resting place at ———.

Order of Procession: Funeral escort, under command of ———, Battalion of National Guard of the District of Columbia, Battalion of Marines, Battalion of Foot Artillery, Battalion of Light Artillery, Battalion of Infantry, and Squadron of Cavalry.

Civic procession under command of Chief Marshal ———, Clergymen in attendance, physicians who attended the late President.

GUARD OF HONOR.

Bearers.

FUNERAL
CAR.

Bearers.

GUARD OF HONOR.

The officers of the Army, Navy and Marine Corps in the city and not on duty with the troops forming the escort, in full dress, will form, right in front, on either side of the hearse—the Army on the right and the Navy and Marine Corps on the left—and compose the Guard of Honor. Family of the late President, relatives of the late President, Ex-Presidents of the United States, THE PRESIDENT, the Cabinet Ministers, the Diplomatic Corps, the Chief Justice and Associate Justices of the Supreme Court of the United States, the Senate of the United States, members of the House of Representatives, Judges of the United States Courts, Governors of States and Territories and Commissioners of the District of Columbia, the Judges of the Court of Claims, the Judiciary of the District of Columbia, the Assistant Secretaries of State, Treasury and Interior Departments, the Assistant Postmaster-General, the Solicitor General, and the Assistant Attorneys General, and Chiefs of Bureaus, Organized Societies, Citizens and Strangers.

The troops designated to form the escort will assemble on the east side of the Capitol, and form line fronting the eastern portico of the Capitol precisely at — o'clock —, on ———, the — instant.

The procession will move on the conclusion of the religious services at the Capitol (appointed to commence at — o'clock), when minute guns will be fired at the navy yard, by the vessels of war that may be in port, at the forts,

and by the battery of artillery stationed near the Capitol for that purpose. At the same hour the bells of the several churches, fire engine houses and school houses will be tolled.

The civic procession will form in accordance with directions to be given by the Chief Marshal.

The officers of the Army and Navy selected to compose the guard of honor and to accompany the remains to their final resting place will assemble at —, at the — railroad depot, where they will receive the body of the late President and deposit it in the car prepared for the purpose.

This order of arrangements is signed by the Secretary of War, Secretary of the Navy, and President of the Board of Commissioners of the District of Columbia.

The General of the Army issues the necessary *orders* respecting the assembling and participation of officers and troops in the funeral cortege and firing of guns from the forts.

The Secretary of the Navy issues similar orders respecting the participation of officers of the navy, officers and men of the marine corps and the firing of minute guns from vessels of war off the city.

The commanding officer, if any, of the District of Columbia National Guard issues similar orders to such organizations as are under his jurisdiction.

A committee of citizens should make arrangements for a participation of civic organizations and strangers, and report to the representative of the District government on the committee of arrangements or to the officer authorized to act in his stead.

Funeral Honors. The *Flags* on all public buildings, forts, barracks or military or naval stations and ships in or near the city are displayed at half staff from the time of the official announcement of the death of President until sunset of the day of interment. Public buildings throughout the country should be draped in mourning for sixty days. It would be appropriate for citizens of Washington to display emblems of mourning from their residences on the day of the funeral. Orders should also be issued immediately by the Heads of Departments to fly flags at half staff on all Government buildings, military, naval or customs stations, ships of war at home or abroad, legations and consulates of the United States in foreign countries, as directed. Each branch of the Government should designate a suitable number of its members or officers to represent it in the guard of honor, to proceed with the remains to the place of interment.

The Funeral Train. If the remains are taken from the city the arrangements by the railway company should be measured by the requirements of the occasion. There should be a funeral car for the remains and guard of honor; a car for relatives and mourners, and a car for representatives of each of the three co-ordinate branches of the government.

Memorial Services. The following is the form of memorial services established by Congress upon the death of THE PRESIDENT:

The following is the form of concurrent resolution adopted by the two houses:

WHEREAS, The melancholy event of the death of ———, late President of the United States, having occurred during the recess (or session) of Congress, and the two houses sharing in the general grief and desiring to manifest their sensibility upon the occasion of the public bereavement; therefore,

Be it resolved by the ——— (the ——— concurring), That the two Houses of Congress will assemble in the Hall of the House of Representatives on a day and hour to be fixed and announced by the joint committee, and that in the presence of the two Houses there assembled an address upon the life and character of ———, late President of the United States, be pronounced by ——— ———, and that the President of the Senate and the Speaker of the House of Representatives be requested to invite THE PRESIDENT and ex-Presidents of the United States, the heads of the several departments, the judges of the Supreme Court, the representatives of the foreign governments near this Government, the Governors of the several States, the General of the Army, and the Admiral of the Navy, and such officers of the Army and Navy as have received the thanks of Congress, who may then be at the seat of Government, to be present on the occasion.

And be it further resolved, That the President of the United States be requested to transmit a copy of these resolutions to Mrs. ——— (if the widow be living), and to assure her of the profound sympathy of the two Houses of Congress for her deep personal affliction, and of their sincere condolence for the late National bereavement.

The *Joint Committee* of the two Houses of Congress having fixed upon a date, the following form of concurrent resolution is adopted:

Resolved, That ——— the — day of ———, 188 , be set apart for the memorial services upon the late President ———.

On the morning of the day selected the Capitol is closed to all persons except the members and officers of Congress and persons holding tickets.

The execution of the order of arrangements determined upon by the Joint Committee is assigned to the Architect of the Capitol and the Sergeant-at-Arms of each House of Congress.

By reason of the limited capacity of the galleries the number of tickets is necessarily restricted, and distributed as follows:

To each Senator, Representative, and Delegate, 3 tickets.

No person is admitted to the Capitol except on presentation of a ticket, good only for the place indicated.

At — o'clock the east door leading to the Rotunda is opened to those to whom invitations have been extended under the joint resolution of Congress

by the presiding officers of the two Houses, and to those holding tickets to the galleries. (*See forms of invitations.*)

The Hall of the House of Representatives is opened for the admission of Representatives and to those who have invitations, who will be conducted to the seats assigned to them, as follows :

THE PRESIDENT and ex-Presidents of the United States and special guests in front of the Speaker.

The Chief-Justice and associate justices of the Supreme Court next to the President and ex-Presidents and special guests, on the right of the Speaker.

The Cabinet officers, the General of the Army and Admiral of the Navy, and the officers of the Army and Navy who, by name, have received the thanks of Congress, seats on the left of the Speaker.

The Chief-Justice and judges of the Court of Claims and the Chief-Justice and associate justices of the supreme court of the District of Columbia directly in the rear of the Supreme Court.

The Diplomatic corps the front row of seats.

Ex-Vice-Presidents, Senators, and ex-Senators occupy seats in the second, third, fourth, and fifth rows, on east side of the main aisle.

Representatives occupy seats on west side of main aisle and in rear of the Senators on east side.

Governors of States, Commissioners of the District and Governors of Territories, assistant secretaries, Bureau officers, and invited guests occupy seats in rear of Representatives.

The Executive gallery is reserved exclusively for the families of the Supreme Court and the families of the Cabinet and the invited guests of THE PRESIDENT. Tickets thereto are delivered to the Private Secretary of the President.

The diplomatic gallery is reserved exclusively for the families of the members of the diplomatic corps. Tickets thereto are delivered to the Secretary of State.

The reporters' gallery is reserved exclusively for the use of the reporters for the press. Tickets thereto are delivered to the press committee.

The official reporters of the Senate and of the House occupy the reporters' desk in front of the Clerk's table.

The order and time of *entree*, under the direction of the Sergeant-at-Arms of the House, are the same as indicated under Presidential obsequies. The Government band is in attendance.

In the *Senate*, after prayer, a motion is in order that the Senate as a body proceed to the hall of the House of Representatives in pursuance of the programme of arrangements for the memorial services in honor of the late President.

The Senate, preceded by its Sergeant-at-Arms, then proceeds to the Hall of Representatives.

Having assembled, the President of the Senate occupies the Speaker's chair.

The Speaker of the House occupies a seat at the left of the President of the Senate.

The Chaplains of the Senate and of the House occupy seats next to the presiding officers of their respective houses,

The chairmen of the joint committee of arrangements occupy seats at the right and left of the orator, and next to them the Secretary of the Senate and the Clerk of the House.

The other officers of the Senate and of the House occupy seats on the floor at the right and the left of the Speaker's platform.

Prayer is offered by the Chaplain of the House of Representatives, or some other proper person.

The presiding officer then presents the Orator of the day.

The benediction is pronounced by the Chaplain of the Senate, or some other designated person.

After the close of the ceremonies those assembled withdraw. THE PRESIDENT and Cabinet first, the Chief Justice and Associates second, the Diplomatic Corps third, the Senate fourth, the remaining invited guests following. All persons remain in their places until this order is carried out, so as to preserve the decorum of the occasion.

The Speaker then calls the House to order.

On motion of a member a *resolution of thanks* to the orator of the day is adopted. The exercises close by the adoption of a resolution to adjourn as a further testimonial of respect to the deceased President of the United States.

The *invitations* to all Memorial Services at the capitol are issued by the chairman of the committees of arrangements, on behalf of the two Houses of Congress. They are handsomely engraved and are also regarded as souvenirs of the occasion. The usual form is

Memorial services of

(Vignette. Date of birth and death of the deceased and the name of the orator and date of the occasion.)

.....
Chairman Senate Committee.

.....
Chairman House Committee.



A STATE DINNER AT THE EXECUTIVE MANSION, TO THE DIPLOMATS.

The Cabinet.

MEMBERS of the *Cabinet* of THE PRESIDENT take precedence within the Executive circle as follows:

- | | |
|-----------------------------------|-------------------------------|
| 1. The SECRETARY OF STATE. | 4. The ATTORNEY GENERAL. |
| 2. The SECRETARY OF THE TREASURY. | 5. The POSTMASTER GENERAL. |
| 3. The SECRETARY OF WAR. | 6. The SECRETARY OF THE NAVY. |
| 7. The SECRETARY OF THE INTERIOR. | |

In Cabinet deliberations the same arrangement is observed at the *Cabinet Board*.

This order is in conformity with the chronological sequence of creation of the Departments of the Ministerial branch of the Supreme Executive by act of January 19, 1886, "to provide for the performance of the duties of the office of President in case of the removal, death, resignation, or inability both of the President and Vice-President."

OFFICIAL STATUS. The Cabinet or Council of Ministers of the President is not a Constitutional body. It exists solely by legislative enactment. Its members are therefore of statutory rank and title.

The functions of the Government under the present Constitution had been in operation nearly three months before the creation of Executive Departments, with chiefs, who inferentially became members of that body of advisers of the President termed by usage The Cabinet.

OFFICIAL AUTHORITY MINISTERIAL. The powers of a member of the Cabinet are purely ministerial. He has no share in the responsibility of the President for executive acts even though recommended by him. His powers are defined by statute. He "is authorized to present regulations, not inconsistent with law, for the government of his department, the conduct of its officers and clerks, the distribution and performance of its business, and the custody, use, and preservation of the records, papers, and property appertaining to it."

LINE OF PROVISIONAL SUCCESSION. The statutory enactment

of 1792 for the succession to the Presidential office by the President of the Senate, or, if none, by the Speaker of the House of Representatives, by act of 1886 was repealed, and the line of provisional succession in case of "removal, death, resignation, or inability of both the President and Vice-President" was vested in

1. *The Secretary of State*, or if there be none, or in case of his removal, death, resignation, or inability, then in
2. *The Secretary of the Treasury*, and with similar stipulations in
3. *The Secretary of War*;
4. *The Attorney General*;
5. *The Postmaster General*;
6. *The Secretary of the Navy*;
7. *The Secretary of the Interior*.

In the exercise of the powers of such statutory provisional executive succession the officer is only authorized to "act as President until the disability of the President or Vice-President is removed, or a President shall be elected, as stipulated in the act.

NO EXCEPTIONAL RANK. The statute of provisional succession gives no exceptional rank or authority to a member of the Cabinet while exercising his restricted official functions as chief of an Executive Department. In event of succession to the supreme executive office he would exercise, for the time being, all its powers and enjoy its prerogatives.

ACTION OF THE CONVENTION OF 1787. The dominant sentiment of the framers of the present Constitution was in favor of a single executive, and hostile to the creation of a Constitutional body, which should divide its responsibility. It was proposed by Edmund Randolph, in his original draft of the Constitution, to create a Council of Revision, composed of the Executive and a certain number of the judiciary, to pass on all laws. This was negatived.

Another proposition was a Council of State, to be composed of

1. The Chief Justice "of the Supreme Court," who should be president of council in the absence of the President.
2. A Secretary of Domestic Affairs.
3. Of Commerce and Finance.
4. Of Foreign Affairs.
5. Of War.
6. Of Marine.
7. A Secretary of State, to be Secretary of the Council of State and public Secretary to the President, to prepare all public dispatches from the President, which he should countersign.

All these officers, except the first, were to be appointed by the President,

and hold during his pleasure. The President might submit matters to the council and require written opinions, but he was "in all cases to exercise his own judgment." Every officer was made responsible only for his opinion on affairs of his own department. This was negatived.

Another fruitless effort was made, in a committee report, to give the President a Privy Council, to consist of

1. The President of the Senate.
2. The Speaker of the House of Representatives.
3. The Chief Justice of the Supreme Court; and
4. The principal officers in the respective Departments of Foreign Affairs, Domestic Affairs, War, Marine, Finance, as established, but declaring that such "advice shall not conclude him, nor affect his responsibility for the measures he shall adopt."

The last effort, a few days before the final report of the form of Constitution, was a proposition to create a Privy Council (of six members) to the President, chosen for six years by the Senate, two from the east, two from the west, and two from the South.

Maryland, South Carolina and Georgia, three States, voted for it, and New Hampshire, Massachusetts, Connecticut, New Jersey, Pennsylvania, Delaware, Virginia and North Carolina, eight against it.

Ten days after the Constitution was signed without provisions for an executive council.

CABINET TITLES. A member of the Cabinet has no other official title than that of the Department over which he presides, as the *Secretary of State*, &c. The form of addressing the head of any of the great Executive Departments of the Government in conversation, is by the simple title Mr prefixed to the official title, Secretary, as Mr. Secretary, without designating the Department, or Mr. Postmaster-General, or Mr. Attorney-General. Sometimes the distinguishing title of former rank, if of sufficient prominence, is used, but this is only warrantable where the parties were previously on terms of intimacy. The form in speaking of the wife of a Cabinet Minister as established by custom is Mrs. Secretary —; but in addressing the lady in person, it is proper to use Mrs. —only. The forms employed in correspondence appear under that head.

CABINET COUNCILS. The duties of the chiefs of the great Executive Departments as members of an advisory board to the President are inferential from the organic statutes of such Departments. The first President called them into his counsels, which precedent has since been accepted as re-

flecting the spirit of those acts. Their powers are purely advisory and do not affect or divide the official responsibility of the President for his executive and administrative acts.

The meetings of the Cabinet are held on stated days, at 11 a. m. or 12 m., and usually on Tuesdays and Thursdays or Fridays, as may be designated by the President. Special meetings, formerly called by the Secretary of State, are now summoned by telephone from the Executive Mansion.

OFFICIAL HOURS. The *official hours* of the Executive Departments begin at 9 a. m. and end at 4 p. m. every day, except Sundays, or on National holidays, on which days no public business is transacted. The hours for the public are from 9 a. m. to 2 p. m. After that only by appointment or in special cases by card at the main entrance, through the captain of the watch. The chief officer of the Department, upon the authority of THE PRESIDENT, may in whole or in part, suspend the business of his department for sufficient reason, of a public character, stated in the order announcing that the Department will be closed. It has not been uncommon, in the discretion of the President, to authorize the termination of official hours during the months of July and August at 3 p. m. Legislation, however, establishes 4 p. m. as the closing hour.

OFFICIAL PREROGATIVES. A member of the Cabinet of the President is limited in his official authority to his own department, and possesses no distinctive official relations outside of the Executive circle. He is part of the Executive, and all his acts are subject to the supreme authority vested in THE PRESIDENT.

He is entitled to certain special honors during visits of an official or ceremonial character to any military or naval station, the nature and extent of which are given in their proper places.

AT THE SENATE. Among the duties of a Cabinet officer during the earlier administrations was his attendance upon the Senate to furnish information essential to their action upon matters of Executive business.

In 1789 the Senate, in Executive session, ordered that the Secretary for Foreign Affairs attend the Senate and bring with him papers requisite to full information relative to a consular convention. The Secretary attended the Senate and made the necessary explanation.

Such duties are now performed by the attendance of the Cabinet officer upon the proper committees of either house by request.

The first President frequently sent messages to the Senate by the officers of his Cabinet.

SOCIAL OBLIGATIONS. A member of the Cabinet makes *calls of ceremony* upon: 1, The Vice-President, or the President of the Senate, *pro tempore*, if a vacancy; 2, The Chief Justice of the United States; 3, Senators; 4, The Speaker; 5, Representatives; 6, Associate Justices of the Supreme Court of the United States, first. All others call upon him first.

During the season the members of the Cabinet and their ladies, unless in mourning, or exempt for other sufficient reasons, give some attention to the social obligations of official position. This consists of *Drawing Rooms* as a courtesy to officials, visiting strangers, or residents in good society who may desire to make calls of etiquette, and *Card Receptions* or other suitable entertainments in return for courtesies accepted from others in official or social life.

A Cabinet Minister returns all calls of ceremony, either in person or by card, as they were made.

The members of the Cabinet and their families are regarded as sharing in the social privileges enjoyed by the President.

RECEPTIONS. The ladies of the families of Cabinet Ministers hold *Drawing Rooms* on stated days (usually Wednesdays) during the season from 3 to 5 p. m., which are generally attended by ladies, though gentlemen call, either with ladies or without them. No invitations are issued, thus affording strangers in the city an opportunity to meet the ladies of the Cabinet. It is expected that all ladies in society in Washington will call at least once during the season upon the ladies of the Cabinet. Visitors in the city call as opportunity offers.

It is not necessary, but convenient, for strangers to secure a conveyance for the occasion, especially if their time be limited and they desire to make the round in a single day.

The *ceremony of calling* is, upon reaching the residence of the Cabinet minister to enter and hand a *card* with your name and place of home residence and address in the city to the usher at the door or deposit it in the receiver. The usher will announce your name, or do so yourself, when you meet the lady of the house. A short conversation on relevant matters is proper if the throng of arrivals is not too great, otherwise wait for an opportunity if desirable. *Refreshments* are usually served and open to all callers. Upon *leaving* the house it is well to say a parting word, unless a large number are calling, then leave quietly.

The cards left at a Drawing Room usually entitle the person to one return call in person or by card during the season by the ladies of the family, who also leave the card of the Cabinet officer. Unless personally known, it could

hardly be expected that every call should be returned in person. The visiting list of the ladies of a Cabinet Minister's family may number several thousand.

CARD RECEPTIONS. The *card receptions* of a Cabinet Minister usually occur on Thursdays, from 8 to 11 p. m. The time, however, is fixed so as not to clash with any of the entertainments at the Executive mansion. Persons without cards of invitation, are not expected to be present. Before entering the house the usher at the door will direct you to the rooms set apart for wrappings. Proceed to them without delay. The gentleman being ready to descend to the receiving apartments below, will take a place near the door to the ladies' rooms and there await the appearance of his lady. The two will then descend, the lady resting on the gentleman's left arm, and thus enter the reception room. They will be presented by an usher, otherwise the gentleman himself advancing towards the Cabinet Minister, will, if not personally known, pronounce his name, and extend his hand, or not, as the Minister may select. The gentleman will then turn and present his lady, who will bow. The Cabinet Minister will then present them to his lady in a simple word, the two passing on, will make a bow before the lady of the house and to each of the other ladies, if any, receiving with her. The couple will again move on without delay, so as not to obstruct the way of those who are waiting to be received, and join in the promenade of guests.

At these receptions *refreshments* are served. The refreshment rooms are sometimes opened at an early hour to allow guests to partake at any time after presenting their addresses to the host. At other times they are opened at a fixed hour, when all partake at once. In either case, the gentlemen are served by waiters in attendance at the tables, and wait upon their own ladies. In retiring it is well not to wait until the last moment, but guests should withdraw as the hour for closing approaches, so as to avoid a rush. The house should be cleared of all guests within fifteen minutes after the hour for the reception to close. The Cabinet Minister will remain until the last guest has left the house. His lady may retire at the closing hour named.

The following is the usual form of *invitation* to a Cabinet card reception :

The Secretary of.....and Mrs.....request the pleasure of your company onevening, the..... of....., ato'clock.

(Residence.)

To this invitation an answer should be sent.

When there are no ladies in the family, the Cabinet officer issues the invitation in his own name, and it is customary to invite a lady relative to receive with him.

Another form is :

The Postmaster General and Mrsat home on.....
evenings, at o'clock.

(Residence.)

These invitations are engraved and printed on cards and enclosed in envelopes, sometimes a personal card bearing the official title of the Cabinet Minister receiving and another card bearing the name of his wife are also enclosed. This is not necessary. The invitations are either delivered by messenger or by post, and require no reply.

The cards of a Cabinet Minister and his wife are as follows :

THE SECRETARY OF.....

THE POSTMASTER GENERAL

Mrs.....

(Receiving day.)

(Residence.)

As a rule persons calling upon a member of the Cabinet, on New Year's day, and leaving a card, if known, are invited to one of his Card Receptions.

A person who is known and who would naturally be entitled to such consideration, but who was not in the city at the time indicated, or was otherwise prevented from leaving a card, might properly enclose his card to the minister after returning to the city, or might make a personal call, leaving a card. His ladies should leave their own and his cards at one of the Cabinet Lady's Drawing Rooms.

As an exception to the rule and for some special reason of acquaintance or otherwise, it would be proper for a person, of suitable social relations at home, to ask an invitation. It would be better to have some well-known official, or other person, to make the request, as it is important to know the peculiar circumstances which cause the request to be made, and these could be better stated than written. It is customary to reserve a few invitations for such cases, but their issuance is exceptional and only made proper by the supposed or conceded proprieties of the occasion for asking them.

To avoid over-crowding at the card receptions of a Cabinet Minister, the plan has been frequently adopted of dividing up the number of invitations to be sent out, so as to have in attendance at one time only a sufficient number to conveniently suit the accommodations at command. The few more intimate personal friends receive cards to all the receptions given. By thus taking up the list in regular sequence everyone suitable to be invited has recognition, and the enjoyment of the evening is greatly increased.

The number of people of good society at home, who visit the Capital during the fashionable season, has grown to such dimensions that some plan will be necessary, sooner or later, to meet the emergency of over-crowding.

It has been suggested as a means of relief to Cabinet Ministers, and especially those who occupy limited quarters, to use the suite of apartments set apart for their official quarters. These, with the spacious corridors adjacent, would afford ample accommodations, without trespassing upon the rooms used by the administrative offices. The custom of giving state balls, dinners and entertainments in the public Departments is the rule rather than the exception, at the capitals of foreign nations. As these receptions are for the social enjoyment of the people, residents or visitors, the use of the public Departments at Washington, as suggested, certainly would not be out of place.

CABINET DINNERS. The members of the Cabinet entertain each other at a formal dinner at least once during the season. These entertainments also frequently include Justices of the Supreme Court of the United States and Senators and Representatives, and persons in official and unofficial life, as the host may select. While the season of gaiety begins with the New Year's calls and ends with the first day of Lent, the giving of dinners continues as occasion may suggest.

The forms of invitations most in vogue in the Cabinet circle for dinners.

The *Secretary* of.....and Mrs. request the pleasure of your company at dinner evening,at.....o'clock. An early answer is desired. (Residence.)

The words "*an early answer is desired*" is not necessary for those accustomed to good society, and might be omitted.

When there is no lady to do the honors of the house, no ladies are invited, and the invitation is in the name of the Cabinet Minister only.

These invitations are sent out at least a week in advance, and should be accepted or declined, without being requested to do so, within two days after received.

The usual *form of acceptance* is:

Secretary or Mr. and Mrs. have the honor to accept the invitation of the Secretary ofand Mrs.to dinner on.....evening. Or if declined some reason should be succinctly given.

It is not exceptional for a Cabinet Minister to give a dinner during the season to the President. On such an occasion the guests must be of appropriate rank or social eminence. The President is present in his individual character.

OFFICIAL RECEPTIONS. Each member of the Cabinet, after the reception of the Cabinet and Diplomatic Corps by THE PRESIDENT on New Year's day, receives calls of officials and others at his own residence.

DEPARTMENTAL BUREAU RANK. The order of precedence of a *Bureau* in an Executive Department is fixed by the order of its organization, and where the *chief office* is filled from civil life, the officer takes rank accordingly. If the chief office is filled by a military or naval officer by assignment, the order of the chief officer on ceremonial occasions is regulated by his military, naval, or assimilated rank.

An *assistant* or *deputy* Bureau officer unless holding the President's commission, or the *chief clerk* of a Bureau has no official or social status by virtue of his position. If acting in the chief place by authority of the President, the person so acting is entitled, for the time being, to all the official and social privileges and prerogatives of the chief officer.

A *chief clerk* of an executive Department in the scale of departmental precedence while enjoying only a quasi-official status, would naturally take position if invited in the suite of the Department to which he belongs. The chief clerk is practically the executive officer in matters of the internal routine of the Department, and frequently acts directly in such matters where there is no assistant secretary, "By order of the Secretary."

It is not unusual for a Committee of Congress to recognize a chief clerk in the consideration of estimates, but only however with the acquiescence or assent of the Head of the Department.

The later claims for recognition in *official* society are based on the inclusion of chief clerks of Departments in the invitations to four receptions given by President Hayes to the members of the Executive and Legislative branches of the government. This applied, however, to Departmental recognition only, and was unusual and exceptional.

CORRESPONDENCE. All *official communications* addressed to the head of any of the great Executive Departments, as well as enclosures, should be free from abbreviations, and written on cap paper, leaving an inch margin on each side of the page. If there be any enclosures, the fact should be noted at the upper left hand corner of the first page of the sheet, as follows:

(Number of Enclosures)

(Place).....(Date).....18

Sir: (Or if more than one person addressed) Gentlemen;

(Body of letter.)

I have the honor to be your obedient servant, or

Very respectfully, (or Respectfully,)

.....

To the Secretary of.....

Washington, D. C.

The form of official superscription is *by official* title only.

To the Secretary of Washington, D. C.

To the Postmaster General, " "

In correspondence combining an official and personal character, the address should be

To the Honorable.....

Attorney General,

Washington, D. C.

In replying to an official communication always give the date of the communication being answered, and avoid abbreviations.

BUREAU TITLES. It is improper, though quite common, to address the *Chief of a Bureau*, or any other official holding a subordinate office, by the title *Honorable*. This alone belongs to the chief of the Department. It is equally improper to address any official by name, in an official communication. The official designation established by the law creating the office, should alone be used, for instance, the Treasurer of the United States; The Assistant Secretary of ———; &c., Washington, D. C.

This saves delay and misunderstanding. It frequently occurs that an official communication addressed to the official by name is treated as personal, and in his absence delays public business. If addressed to the official title of the officer, as it should be, the communication would receive immediate attention. Should the communication have a personal character, it would be proper to use the simple name of the individual, followed by the official title of his office, as

———, ———,

First Assistant Postmaster General,

Washington, D. C.

A *Bureau officer*, if a civil appointment, may be addressed in conversation by the official designation of his office, as Mr. Commissioner, Mr. Comptroller, &c. It is less formal to address him by the title to which he had a right before entering official life.

OBSEQUIES. Upon the demise of the head of any of the great Executive Departments of the National Government in office, it is customary to inform the President at the earliest moment, and by his direction an official public announcement of the fact is made. The Department over which he presided is closed until after the interment, the main entrances to the building are draped in mourning, which remains for thirty days. The flags on all Executive buildings are placed at half staff until after the funeral. On the day of the obsequies in the city and final interment all Executive Departments are

closed. THE PRESIDENT makes a visit of *condolence* or sends an appropriate note of condolence by his private secretary to the family of the deceased. The members of the Cabinet and other high officials, as well as a committee of the two houses of Congress, if in session, should leave cards of condolence.

The *funeral services* are at the residence or church, as the family may decide. The pall bearers are selected with reference to the rank of the deceased. The escort of honor from the military and marine garrisons at the Capital are ordered out to participate with the civil, military and naval officers of the Government, committees of Congress, if in session, civil organizations and citizens in the funeral cortege. (*See Military and Naval Funeral Honors.*)

In the event of the death of an *ex-member* of the Cabinet, THE PRESIDENT, upon being apprised of the fact, directs, through the Head of the Department or Departments over which the deceased at any time presided, that public business be suspended on the day of the funeral, the placing of the flags at half staff on all Executive buildings until after the funeral, and the draping of the Department in mourning for thirty days.

The form of public *announcement* is :

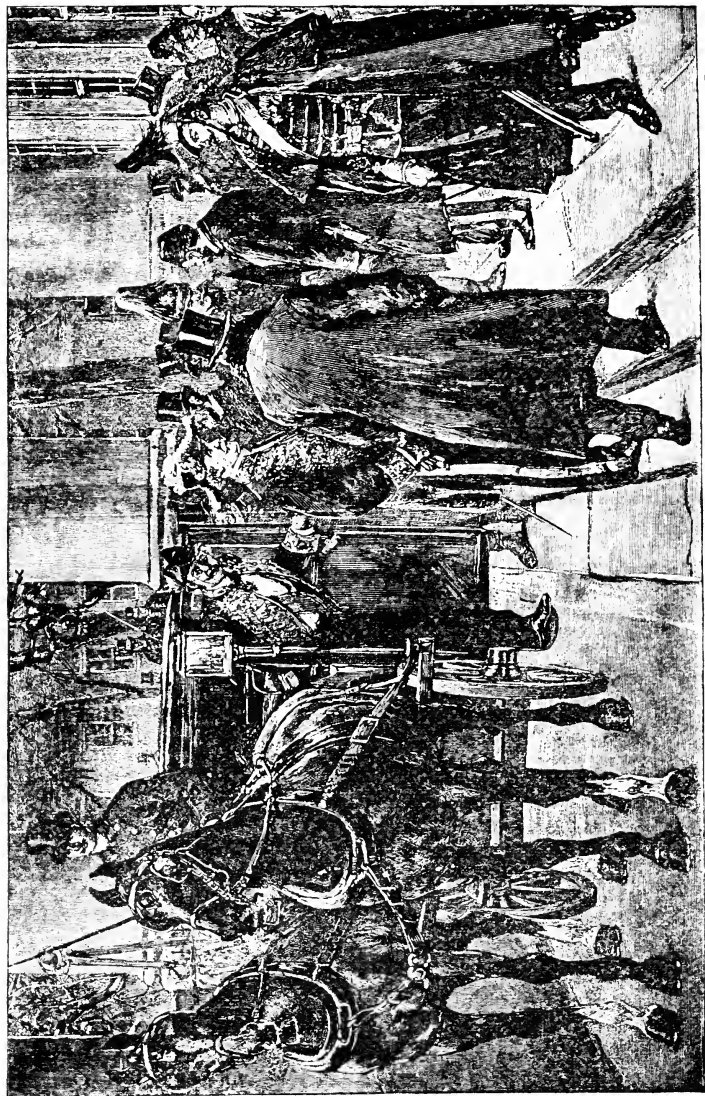
DEPARTMENT OF, WASHINGTON, 18... The President directs me to perform the sad duty of announcing to the people of the United States that, formerly Secretary of, and distinguished by faithful services in various public trusts, departed this life at o'clock on the instant.

As a mark of respect, it is hereby directed by the President that the Department of be closed on, the day of the funeral, that the building be draped for thirty days, and that the flag be placed at half staff until after the funeral.

_____,
Secretary of State,

or other officer designated by the President.

It is also proper to review in succinct form the most important public trusts the deceased had filled. A member of the Cabinet should be present at the funeral to represent the Executive.



NEW YEAR'S CALLS AT THE EXECUTIVE MANSION—ARRIVAL OF THE DIPLOMATIC CORPS. (63)

THE SECRETARY OF STATE.

The great *Executive Departments* of the National Government enjoy certain official prerogatives and social relations of a ceremonial character.

OFFICIAL STATUS. "There shall be at the seat of government an Executive Department to be known as the Department of State, and a Secretary of State, who shall be the head thereof."—*Statutes, July 27 and September 15, 1789.*

The *Secretary of State* is the head of the first of the Executive Departments and is *The Premier* of the administration.

OFFICIAL DUTIES. The Secretary of State by statute performs such duties as may be entrusted to him by the President, relating to the U. S. Ministers and Consuls, negotiations with Foreign Public Ministers, has charge of the seal of the U. S., promulgates the laws of the U. S., and amendments to the Constitution, adopted, reports Consular commercial information, and furnishes authentic copies of acts and treaties for publication.

CEREMONIAL DUTIES. In addition to the obligations, official and social, which the Secretary of State holds in common with his colleagues of the Executive arm of the Government, he has also charge of all State ceremonies, such as the greeting in the name of THE PRESIDENT of all Royal visitors, arranges the audiences accorded by the President to the Diplomatic Representatives of Foreign Governments, upon the presentation of their credentials, or upon their calls of leave or withdrawal, also the audiences accorded Foreign visitors in a representative capacity. He is also the medium of correspondence between the President and the Chief Executives of the several States of the United States.

He also performs such other ceremonial functions in which THE PRESIDENT is the principal. In fact he is, in a Republican sense, the High Chamberlain of the Executive.

The Secretary of State issues in behalf of the President the invitations to the Diplomatic Corps to attend the New Year's reception at the Executive mansion.

The following is the form he observes for such an occasion:

DEPARTMENT OF STATE, Washington,, 18..

The *Secretary of State* presents his compliments to the Minister, and has the honor to inform him that THE PRESIDENT would be pleased to

see the members of the Legation at a reception to be given to the members of the Diplomatic Corps, at the Executive mansion, at 11 o'clock on New Year's day.

The Secretary of State has at times issued in the name of the President the invitations to the receptions in honor of the Diplomatic Corps given at the Executive Mansion. Sometimes, however, these have been issued directly, in the name of the President, from the Executive Mansion. The form of invitation is the same in either case.

The invitations are extended to those entitled to receive them "to meet the Diplomatic Corps" as the guests of the nation through the Executive, and not to meet THE PRESIDENT.

President Hayes, in his invitations to a reception given to the Diplomatic Corps, included only high officials holding his commission, the presiding officers of the Senate and House of Representatives, Senators and Representatives of the Committees on Foreign Relations and Affairs, and military officers of the rank of Colonel, and naval officers of the rank of Captain and above. The official social honors due to a Diplomatic Minister representing a sovereign government on a ceremonial occasion should be in keeping. The limitation was due to the ceremonial relations of a Diplomatic Minister. This was an excellent discrimination, and greatly added to the dignity and enjoyment of the occasion.

The Secretary of State formerly issued calls for a *special meeting* of the Cabinet in the following form :

DEPARTMENT OF STATE, WASHINGTON, D. C.,18...

SIR: The President desires a meeting of the Heads of Departments at the Executive Mansion ato'clock,18.....

To the Honorable

An irregular method of calling a special meeting of the Cabinet is by telephone directly from the President's office.

DEPARTMENTAL BUREAU RANK. In its internal organization the Department of State is divided into two branches.

The *Diplomatic and Consular, and Departmental*, as follows :

The *Foreign Diplomatic and Consular Service*, including the Diplomatic Representatives of Foreign countries in the United States in the order of precedence incident to the presentation of their credentials to THE PRESIDENT, and the consular officers of foreign governments, according to rank and date of exequators in that rank under their respective governments. The *Diplomatic and Consular* officers of the United States temporarily at the Capital, in accordance with their rank and the date of their commissions in such rank.

The *Departmental service* includes the administrative officers in the following order:

The Secretary of State.

The Assistant Secretaries in the order of their rank.

The Assistant Attorney General for the Department of State.

The Private Secretary to the Secretary of State.

The chiefs of Bureaus in the Department and clerks have no official or social recognition by virtue of their positions. This is optional and exceptional.

SOCIAL RELATIONS. The *Secretary of State*, by reason of the peculiar nature of his duties, has imposed upon him certain social duties not expected of his colleagues. During the season he entertains the Diplomatic Representatives of Foreign governments and their ladies. This is either by a *Diplomatic Reception* or several *Diplomatic Dinners*, at which the guests are usually invited in the order of their length of residence near this government. In the discretion of the Secretary a few personal friends in official or social life may be invited.

On these occasions the members of the Diplomatic Corps appear in full dress.

The following is the form of invitation to a Diplomatic Dinner:

The Secretary of State and Mrs. request the pleasure of your company at dinner on evening, at o'clock.

These invitations are sent out at least one week in advance, and should be accepted or declined within twenty-four hours.

The Secretary of State on New Year's day, after the conclusion of the ceremonies at the Executive Mansion, retires to his own residence, where he entertains at noon the members of the Diplomatic Corps and ladies at a breakfast, after which he holds a reception.

The following is the form of invitation sent to each Legation in Washington by the Secretary of State on these occasions:

The SECRETARY OF STATE presents his compliments to the Minister of, and has the honor to inform him that he will be happy to receive the members of the Diplomatic Corps at his residence, on next, the 1st proximo, at twelve o'clock noon.

DEPARTMENT OF STATE, Washington,, 18..

For title, general prerogatives, honors, and official and social relations, etc., of the Secretary of State, see *The Cabinet*.

CORRESPONDENCE. All official *communications* addressed to the

Secretary of State, as well as inclosures, should be written in official form. (*See Correspondence, The Cabinet.*)

All dispatches from a legation or consulate of the United States must be *numbered* consecutively, beginning with the acknowledgment of the receipt of the commission and the acceptance of office, and continue during the term of the incumbent.

THE DIPLOMATIC CORPS.

On occasions of *ceremony* the Representatives of Foreign Powers in relations of amity with the United States are near THE PRESIDENT. Under his patronage they enjoy special privileges.

The *general rules* governing the prerogatives, powers and privileges of all Diplomatic Ministers which are reciprocal between nations will be found under the head of Diplomatic Representatives of the United States.

SOCIAL PRECEDENCE. The Diplomatic Corps in social affairs at the Capital constitutes a class of itself, and rarely mingles in the ordinary official society except within the circle of the Executive. There may be individual exceptions, but as a body the Diplomatic Corps confines its social relations to its own members, THE PRESIDENT, and Secretary of State.

PERSONNEL. The personnel of the Diplomatic representation at Washington comprises all the principal and many of the lesser powers of the world.

THE LEGATIONS. To prevent national rivalries the different foreign legations are officially designated in alphabetical order.

The order of *individual precedence* is determined by seniority of residence at Washington. The representative having the longest period of consecutive residence dating from the time of presenting his credentials is known as *the Dean or Doyen of the Diplomatic Corps*, and wherever this brilliant assemblage appears in a body his place is at its head. He also presents his colleagues upon official or ceremonial occasions.

DIPLOMATIC LIST. The Department of State issues an official list of the powers having regularly *accredited representatives* near the government of the United States, which is entitled "*Foreign Legations in the United States*," which is corrected whenever any change in the personnel of the Diplomatic Corps is made. This list, tabularly arranged, gives the names of the countries and dates of the presentation of the credentials of the Diplomatic Representative; full names and titles of the Ministers, Secretaries and attaches;

their rank, their residences, and official location of the Legations. The names of all the ladies in the families of the Ministers and other members of the Legation in society are also given.

The grade of the chief officer of a Foreign Legation is subject to changes under certain circumstances. There are no Diplomatic Ministers of the grade of Ambassador residing at Washington. The most usual grade is

Envoy Extraordinary and Minister Plenipotentiary.

There are also Ministers Resident and Charges d'Affaires.

The *consular officers* of a foreign state, temporarily in Washington, rank within their own Legations, and are governed by the social relations of their legations respectively.

ARRIVAL OF A DIPLOMATIC REPRESENTATIVE. Immediately upon his arrival the Diplomatic Representative of a foreign State communicates the fact officially to the Secretary of State through his Secretary of Legation, or his representative in the Legation, who submits a copy of the letter of credence of his principal and asks an audience of THE PRESIDENT.

A Diplomatic Representative of less grade and not accredited to THE PRESIDENT, such as Charge d'Affaires, simply requests an audience of the Secretary of State, and when granted leaves his letter of credence with him.

An Audience. The preliminaries having been arranged by the Secretary of State, and the time having been fixed for an audience, that official joins THE PRESIDENT at the Executive Mansion, generally in the Blue Parlor, on the day and at the hour named, usually meridian. The new minister is expected to arrive at the exact time. To have any delay which could be avoided would be an indignity to the President, or any delay at the Executive Mansion would be an indignity to the sovereign whose representative is to be received.

Upon reaching the Executive Mansion the new Minister, accompanied by his suite in full dress, is ushered into the apartments in which THE PRESIDENT holds receptions of ceremony. He is received at the door by the Secretary of State, who presents him to THE PRESIDENT. After a bow of salutation and the presentation of his letters of credence to the President, the Minister delivers, in English or French, or the language of his own country, if not familiar with either of the two first named, a brief address, referring to the friendly relations existing between his sovereign and the United States and other matters of a complimentary character, to which THE PRESIDENT replies in the same spirit. These addresses of etiquette are, as a rule, prepared before hand.

It is not uncommon on special occasions, such as the reception of an Embassy, for the ladies of the Executive Mansion and members of the

Cabinet and their ladies to be present, but as a rule the President is attended only by the Secretary of State and perhaps one or two of the members of his Cabinet.

The new minister and his *suite*, after a few moments conversation of a general character, withdraws, being accompanied to the door of the room by the Secretary of State, and to his carriage by the ushers.

Termination of a Mission. When a Diplomatic Representative retires for any cause, an official notification is sent to the Secretary of State enclosing a copy of his letter of recall and asking an audience of the President for the purpose of taking leave. The same ceremony is then observed as for the arrival of a new minister. The retiring minister presents his letter of recall to THE PRESIDENT, accompanied by a suitable address, to which the President replies. Should the minister leave under a cloud these ceremonies are dispensed with.

GENERAL PREROGATIVES OF DIPLOMATIC REPRESENTATIVES. The general rules governing the Foreign Diplomatic Corps at Washington are substantially the same as those regulating the relations and intercourse of the Diplomatic officers of the United States at foreign courts. (*See Diplomatic Corps of the United States.*)

INTERNATIONAL COMMISSIONS. Foreign members of an International Commission upon their arrival call at the Department of State and present to the Secretary of State, through the Diplomatic Representative of their country, their authority to act. Upon the first meeting, immediately after organization, the members of such commission as a body call upon the Secretary of State, who accompanies them in a call of courtesy upon THE PRESIDENT. The day and hour of such a call is arranged before hand by the Secretary of State. The members of the Commission in their social relation are regarded as part of the legation of their country and rank with them.

TITLES. The general official title to which a foreign Diplomatic Representative is entitled is "*Your Excellency*" in conversation or correspondence, or "*To His Excellency the ———,*" in correspondence.

The safest guide to the proper title of official and social address of a foreign Minister is that adopted by the official Diplomatic list of the Department of State, which is prepared from data furnished from the Legation itself. Diplomatic Representatives who have no title of royal orders, nobility, or of rank in the naval or military service of their own country are properly addressed as Mr. ———, or Mr. Minister, if the name is not used.

SOCIAL RELATIONS. There are certain obligations of etiquette which are observed within the circle of the Executive and the Diplomatic Corps. The members of the Diplomatic Corps make a call of ceremony in a body upon a new President soon after his inauguration, also on New Year's day, and if occasion offers, such as are in the city, on Independence day. A newly arrived minister makes the first call upon the first opportunity after presenting his credentials in person, upon the Vice President, the Chief Justice, Senators, if he pleases, and members of the Cabinet, and receives the first call from all others. They make their annual calls, which, however, are optional, soon after the meeting of Congress. It is usual to attend the Drawing Rooms of the ladies in official life and leave a card, which answers for a formal call of etiquette

The members of the Diplomatic Corps, in accordance with established rules of etiquette towards a sovereign, or member of a Royal family, make no personal calls upon such visitors at Washington, but simply leave a card.

A Diplomatic Representative of a foreign country never calls upon THE PRESIDENT unless invited to do so or by special appointment. Intercourse with THE PRESIDENT must be through the Secretary of State. The President usually entertains the Diplomatic Corps once during the social season at a State Dinner. This is in honor of the sovereigns of friendly States having a representation near this Government, and is not given to the Diplomatic Representatives as individuals. THE PRESIDENT accepts no invitation in return.

All persons, except THE PRESIDENT, *return* the calls of newly arrived ministers, and ministers should return all calls of etiquette received from persons entitled by official rank or social or other marks of distinction to call upon them.

SOCIAL INTERCOURSE. The members of the Diplomatic Corps are also governed by certain rules of etiquette, which usage has established among all Diplomatic ministers resident at the same court towards each other and towards the members of the Government near which they reside. Prominent among these are visits of etiquette exchanged between each other, and the omission of which might lead to embarrassments in the performance of their duties.

DIPLOMATIC CODE OF ETIQUETTE. The following general rules of etiquette are observed by the members of the Diplomatic Corps at Washington:

1. The rule of precedence among Diplomatic Representatives of the same

grade is determined by seniority of presentation of credentials. The precedence of the ladies of the corps follows the same rule.

2. The last Minister to arrive calls upon all other Ministers of the same grade first, and receives the first call from all others below his grade, who are entitled to call. A Diplomatic Agent of a lower grade than Envoy Extraordinary and Minister Plenipotentiary calls upon those of higher grade first, without regard to his own arrival. The same rule is observed by the ladies of the family of the last arrival.

3. When a Secretary of Legation or an attaché arrives he is expected to leave his own card with the card of the Minister or Chief of his Legation on each member of the Diplomatic Corps. The card is returned by card or in person, according to grade and circumstances. The ladies of the families of Secretaries make the first call upon the wives of the Ministers or the presiding lady of the Legation.

4. In ordinary social intercourse, interest, pleasure, rank, or congeniality regulates the social intimacy of members of legations. There are no rules of etiquette other than those in vogue in polite society.

5. At dinner parties precedence is given to American guests. Members of the Diplomatic Corp take precedence according to seniority of residence at Washington.

6. Secretaries of Legation and their ladies form part of the official household according to their rank.

7. At the opening of the season it is optional but not customary for Diplomatic Ministers and their ladies to exchange formal visits among each other according to seniority of diplomatic residence near the Government of the United States. Sometimes international relations affect the social intercourse of Diplomatic Ministers.

LEGATION LADIES. The social intercourse of ladies of Legations is regulated primarily within the Diplomatic circle, according to the seniority of Diplomatic residence of the Minister, or any contingent circumstances of rank or international relations which may produce exceptional conditions.

The ladies of the Diplomatic Corp, unless some exceptional reasons supervene, make calls of etiquette upon each other at the beginning of each season, in the order of seniority of Diplomatic residence. The ladies of the Legations make a few calls of etiquette outside the Diplomatic circle upon ladies of the families of the Vice-President, Senators, Supreme Court, Cabinet, or the Military or Naval circles, as their tastes or inclinations or interests may prompt.

It was formerly the custom for ladies of the Cabinet to make the first call upon the chief ladies of the Legations.

The ladies of the Legation never call upon the wife of the President except by invitation.

SOCIAL ENTERTAINMENTS. The social entertainments of the members of the Diplomatic corps are generally brilliant affairs. To all such entertainments cards are issued in the usual form.

Upon the occasion of the visit of a distinguished personage the Diplomatic Representative of the country, if the occasion be suitable, holds in his honor a reception, to which cards are issued to the higher officials of the different branches of the Government to the representatives of other friendly foreign States and to such personal acquaintances in private life as he may wish.

The following *form* of invitations are used by the Diplomatic Corps:

In honor of an event of national importance:

(*National Escutcheon.*)

To celebrate the marriage of
His Majesty Don Alfonso XII,

The Minister of Spain and Madame

Request the honor of company on evening at o'clock.

His Majesty's Legation will be in uniform.

In honor of the presence of a distinguished guest:

The Minister of and Madame

Request the honor of your company

To meet the on the

Evening of the of....

at o'clock.

(Address).....

Invitations to an evening *reception*:

The Japanese Minister and Mrs.

At Home on evening,

..... o'clock.

(Address).....

Lady at home evening

Dancing o'clock. Legation.

Madame At home evening Legation o'clock.

An invitation to dinner:

The Minister Requests the pleasure of's Company at

Dinner, on at o'clock.

These invitations are sometimes written in French.

STATE CEREMONIES. The Diplomatic Corps as a body is expected to participate in all State ceremonials as part of the suite of the Executive.

FUNERAL SERVICES. On the death of a chief member of a Foreign Legation formal announcement is made by the Secretary of Legation or other proper person to the Dean of the Corps and the colleagues of the deceased, and to the Secretary of State.

The Secretary of State designates an official of the Department to attend the funeral, or to accompany him if present himself. He also requests of the Secretary of the Navy a detail of marines to act as an escort of honor at the funeral.

The Dean of the Corps confers with the Ministers, who take suitable action.

Invitations, according to the custom of the country of the deceased, are sent to the following persons, asking them to assist at the services and stating the time and place: THE PRESIDENT, the Members of the Cabinet, the Members of the Diplomatic Corps, the Members of the Senate Committee on Foreign Relations and House Committee on Foreign Affairs and others entitled to the same. THE PRESIDENT may be present or may be represented by a member of his Cabinet.

The *pall* bearers are usually selected from the members of the Diplomatic Corps. The services are confined to the ritual of the church of the deceased and a funeral sermon.

The following is the general form of *announcement*:

Le Ministre de (ou Le Secrétaire de la Légation de) vous prie d'assister au service funèbre du comte Secrétaire de la Légation de (ou Le Ministre de) qui aura lieu à l'Eglise de le à heures du matin.

This invitation, according to the forms of European countries is printed on a card with a broad black border and enclosed in a white envelop with a wide border of black.

MOURNING. The members of the Diplomatic Corps refrain from participation in public festivities or social entertainments until after the funeral of a deceased Minister or Secretary of high rank. They then observe a season of mourning from five to ten days or longer, as may be determined, according to the rank of the deceased.

MEMORIAL SERVICES. The death of a sovereign, a member of a Legation, or a near relative, is the occasion of a season of mourning. It is customary to extend invitations to the higher officials, the members of the Diplomatic Corps and personal friends to be present at a funeral service.

On the death of his sovereign the Diplomatic Representative issues invitations in the following form :

The — Legation informs — that the commemorative services for His Majesty, the late King —, will take place on —, the — inst., at —, in the church of —, and requests the honor of his presence.

THE DIPLOMATIC SERVICE OF THE UNITED STATES.

There is no legislation nor judicial authority recognized by all nations which determines the law that regulates the reciprocal relations of States. There may be understandings by conventions between States, but only binding as between the parties in interest.

ROYAL HONORS. International law in Europe has attributed to certain States what are called *Royal honors*, which entitles them to the first rank, with certain other distinctive titles and ceremonials. Formerly the great Republics of the United Netherlands and Venice were assigned Royal honors, but yielded precedence to Emperors and reigning Kings. The United States of America have never claimed Royal honors, but would be entitled to them.

RULES OF PRECEDENCE. The *Rules of Precedence* of Diplomatic Representatives of the United States in foreign countries which have been prescribed by the Department of State "are the same as those contained in the seven rules of the Congress of Vienna, found in the protocol of the session of March 9, 1815, and in the supplementary or eighth rule of the Congress of Aix la Chapelle of November 21, 1818," as follows:

ARTICLE I. Diplomatic agents are divided into three classes : That of ambassadors, legates or nuncios ; that of envoys, ministers or other persons accredited to sovereigns, and that of charges d'affaires accredited to ministers for foreign affairs.

ARTICLE II. Ambassadors, legates or nuncios only have the representative character.

ARTICLE III. Diplomatic agents on an extraordinary mission have not, on that account, any superiority of rank.

ARTICLE IV. Diplomatic agents shall take precedence in their respective classes, according to the date of the official notification of their arrival. The present regulation shall not cause any innovation with regard to the representative of the Pope.

ARTICLE V A uniform mode shall be determined in each State for the reception of diplomatic agents of each class.

ARTICLE VI. Relations of consanguinity or of family alliance between courts confer no precedence on their diplomatic agents. The same rule also applies to political alliances.

ARTICLE VII. In acts or treaties between several powers which grant alternate precedence the order which is to be observed in the signatures shall be decided by lot between the ministers.

ARTICLE VIII. It is agreed that ministers resident accredited to them shall form, with respect to their precedence, an intermediate class between ministers of the second class and charge d'affaires.

DIPLOMATIC REPRESENTATIVES OF THE UNITED STATES.

1. *Ambassadors.* The United States of America have never given the title of Ambassador to a Diplomatic Representative, though the Constitution authorizes such an appointment. The act of August 18, 1856, recognizes ambassadors, but no distinction is made between them and envoys.
2. *Envoys Extraordinary and Ministers Plenipotentiary.*
3. *Ministers Resident and Charge d'Affaires.* The former are accredited to sovereigns, the latter to Ministers of Foreign Affairs *ad hoc* by original appointment, or *per interim* during the minister's absence.

Each State has power to determine the rank of its diplomatic agent. It is customary to send equals in rank.

OFFICIAL STATUS The offices and titles Ambassador and Public Minister are recognized in the Constitution of the United States, but simply for appointment. Unlike other constitutional offices, they are not specially assigned any constitutional powers or duties. They represent the executive power in dealing directly with affairs of foreign states. Their duties are statutory and their power to act comes by direction of THE PRESIDENT, through the Secretary of State.

LETTER OF CRÉDENCE. Every Ambassador, Envoy or Minister Resident, to entitle him to his rank, must be furnished with a letter of credence addressed by THE PRESIDENT of the United States to the sovereign or chief magistrate of the State to which he is delegated.

In the case of a *Charge d'Affaires* the letter is addressed by the Secretary of State to the Secretary of State or Minister for Foreign Affairs of the government to which delegated, and may be in the form of a *Cabinet Letter* or *Letter of Council*. The latter is signed by THE PRESIDENT and is sealed with the seal of State. The minister is furnished with an authenticate copy, to

be delivered to the Minister for Foreign Affairs, in asking an audience of the sovereign or other chief magistrate of the State to which he is sent. The *Letter of credence* generally states the general object of the mission, and requests that full faith and credit may be given to what he shall say on the part of his government.

INSTRUCTIONS. The *instructions* of the Minister are for his own direction, and are not to be communicated to the government to which he is accredited, unless ordered to do so by his own government either *in extenso* or partially, or unless in his discretion he deems it expedient to do so.

PASSPORTS. A public minister proceeding to his destined post in time of peace is provided with a *passport* from his own government. In time of war he is provided with a safe conduct or passport from the government of the State with which his own country is in hostility to enable him to travel securely through its territories.

ARRIVAL AT POST. Upon *arriving at his post* it is the duty of every *public minister* to notify his arrival to the Minister of Foreign Affairs. If of the first class this notification is usually communicated by a Secretary of Embassy or Legation or other person attached to the mission, who hands the authenticated copy of the letter of credence to the Minister of Foreign Affairs, at the same time requesting an audience of the sovereign for his principal.

A *minister* of the *second class* generally notifies his arrival by letter to the Minister of Foreign Affairs requesting him to take the orders of the sovereign as to the delivery of the letter of credence.

A Charge d'Affaires who is not accredited to the sovereign notifies his arrival in the same manner, at the same time requesting an audience of the Minister of Foreign Affairs for the purpose of delivering his letter of credence.

AUDIENCE. An Ambassador or other public minister of the first class is entitled to the *public audience* of the sovereign, but this ceremony is not necessary to enable him to enter on his functions as a public minister. The ceremony of the *solemn entry*, formerly practiced with respect to this class of ministers, is now usually dispensed with. He is received in a private audience in the same manner as other ministers. At this audience the letter of credence is delivered and the minister pronounces a complimentary discourse, to which the sovereign replies. In republican States the minister is received in a similar manner by a Chief Executive, Magistrate or Council charged with the foreign affairs of the nation.

DIPLOMATIC ETIQUETTE. Usage has established a certain etiquette to be observed by the members of the Diplomatic Corps resident at the same

court towards each other and towards the members of the government to which they are accredited. The neglect of these would occasion inconvenience in the performance of more serious and important duties. Among these social duties are visits of etiquette, which must be rendered and reciprocated between public ministers to the same court.

PRIVILEGES OF A PUBLIC MINISTER. From the moment he enters the territory of the State to which he is sent, during the time of his residence and until he leaves the country, a minister is entitled to exemption from the local jurisdiction. His person is sacred and inviolable. He is by the doctrine of extra-territoriality supposed to remain within the territory and subject to the laws of his own country. He is exempt from the local jurisdiction. Personal exemption is also extended to the wife, family, servants and suite of the minister. Secretaries of Embassy and Legation are especially exempt as official persons. The minister's personal effects and movables, and also his dwelling house, are exempt, but other real property, immoveable, which he possesses within the foreign territory is subject to its laws and jurisdiction. Messengers and couriers are exempt. The person and personal effects of the minister are not liable to taxation. He is exempt from the payment of duties on the importation of articles for his own personal use and family. This is now generally limited to a fixed sum during the continuance of the mission. He also enjoys freedom of religious worship.

TERMINATION OF A MISSION. The mission of a Diplomatic minister residing at a foreign court or attending a Congress of Ambassadors may terminate as follows :

1. By expiration of the duration of the mission or the return of the minister whère constituted *ad interim* only. In neither case is a formal recall necessary.
2. When the objects of the mission shall have been fulfilled.
3. By the recall of the minister.
4. By the decease or abdication of the sovereign or chief magistrate to whom he is accredited. In both the letter of credence must be renewed.
5. When the minister, on account of violation of the law of nations, or any important incident in the course of his negotiations, assumes the responsibility of declaring his mission terminated.
6. When on account of the minister's misconduct or the measures of his government the court at which he resides thinks fit to send him away without waiting for his recall.

7. By change in the diplomatic rank of the minister.

Under all the above the minister remains entitled to all the privileges of his public character until his return to his own country.

LETTER OF RECALL. A formal letter of recall is sent to the minister.

1. Where the object of his mission has been accomplished or failed.
2. Where he is recalled from motives which do not affect the friendly relations of the two governments.

AUDIENCE OF LEAVE. In these cases nearly the same formalities are observed as on the arrival of the minister. He delivers a copy of his letter of recall to the Minister of Foreign Affairs, and asks an audience of the sovereign for the purpose of taking leave. At this audience the minister delivers the original letter of recall to the sovereign with a complimentary address adapted to the occasion.

If the minister be recalled on account of misunderstanding between the two governments the circumstances must determine whether the formal letter of recall is to be sent him or whether he may quit the residence without waiting for it, or whether the minister is to demand and whether the sovereign is to grant him an audience of leave.

Where the diplomatic rank of the minister is raised or lowered and he is to remain as minister he presents a letter of recall and a letter of credence in his new character.

DEATH OF A MINISTER. Where the mission terminates by the death of the minister his body is to be appropriately interred, or it may be sent home for interment. The external religious ceremonies must depend upon the laws and usages of the place. The Secretary of Legation, Consul, where authorized by treaty, or if none, the minister of some allied power places the seals upon his effects, (and the local authorities have no right to interfere unless in case of necessity) to be sent home or acted upon according to the usages of his own country. The widow and family, according to custom, and domestics are allowed for a limited time the immunities enjoyed during the minister's lifetime. The Secretary of Legation becomes *ipso facto* in charge until other provisions are made.

It is the custom of some courts to give *presents* to foreign ministers upon recall and other special occasions. The law of the United States prohibits their acceptance.

CARDS. The *cards* of Diplomatic Representatives should contain, if they be entitled to the same, the military or naval as well as Diplomatic Rank, as:

Le General —,

Envoye Extraordinaire et Ministre Plenipotentiaire des Etas Unis de l'Amerique en —.

Le General de Brigade — — —.
 Attache a la Legation des Etats Unis d'Amerique.

Le General — — —, Rue — — —.

— — —,
 Mr. — — —,
 Minister Resident of the United States.

NAVAL HONORS. (*See military and naval honors*). The honors paid to a Diplomatic Representative of the United States in the nature of a salute, on a visit of etiquette to a foreign vessel of war, in a foreign port, should be returned by a vessel of war of the United States, if in the port at the time.

PRESENTATION AT A FOREIGN COURT. The *court code* prescribes who of the subjects of the crowned head are eligible for presentation. This privilege is confined exclusively to certain classes, and excludes the trades people and artisans. Rare exceptions have occurred where some circumstance of affluence, powerful relationship or act of heroism has conferred this honor on the latter.

Citizens of the United States desiring presentation generally apply to the Minister of the United States, who complies with the required form. The number who can be presented at one time is limited to two or three.

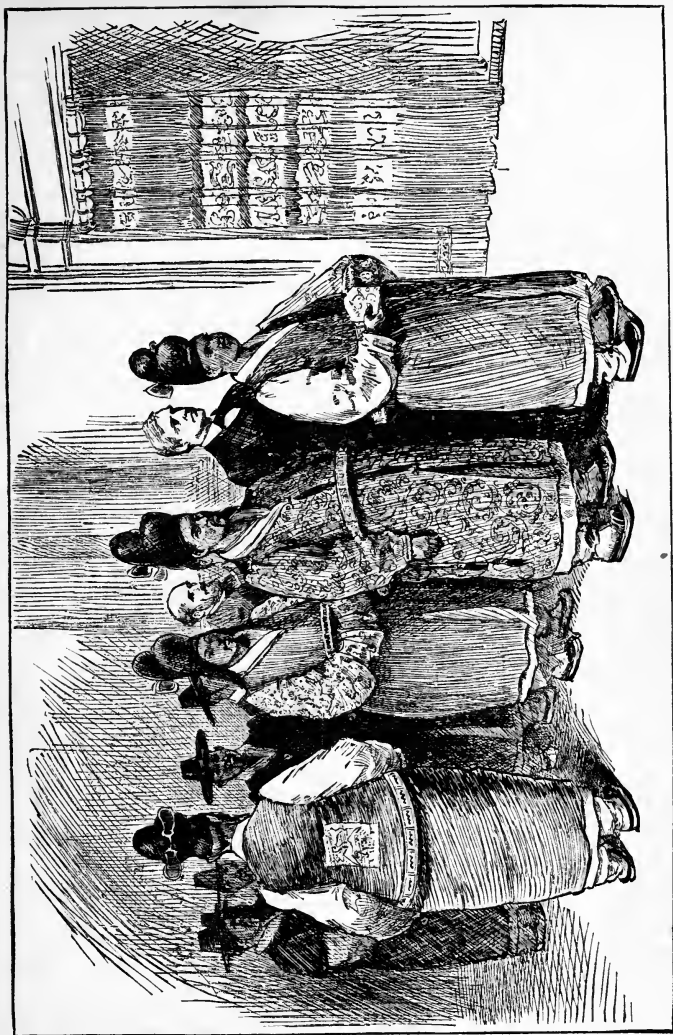
Any proper person who has a friend entitled to presentation can secure the privilege through him.

The form of application is for the minister to leave a card with his own name and of the persons to be presented by him at the Lord Chamberlain's office before 12 m., two days before the levee. A letter from the minister or person to present them must accompany the card, stating that he will be present. These are submitted to the sovereign, and if approved notification is given or found at the Lord Chamberlain's office.

Directions for arriving are usually announced in the public prints.

It is necessary for gentlemen to *wear* the costume dictated by the court code, otherwise they will not be admitted. These, if not owned, can be hired for the occasion. The styles often vary in different countries, but inquiry will readily settle that point. *Ladies* must be attired in full evening toilette.

On *entering the Royal residence* a lady accompanied by her escort leaves her carriage in the costume in which she will appear on presentation. She carries her *train* over her left arm until she reaches the audience chamber; here she drops her train, which is arranged by the wands of Lords in waiting. She advances towards the Royal presence, and hands her card to a Lord in waiting, who announces her name aloud. Reaching the Royal presence she



THE COREAN EMBASSY ENTERING THE BLUE ROOM TO PRESENT THEIR CREDENTIALS TO THE PRESIDENT
(85)
OF THE UNITED STATES.

makes a deep obeisance and also a courtesy to each of the other members of the Royal family present, and then moves towards the door of exit indicated, but without removing her face from the Royal presence until passing out of the chamber.

TITLES. The titles of Royalty and Nobility vary in different countries, and are only acquired by diligent observation on the part of Americans required to use them.

THE CONSULAR SERVICE.

Consular officers not being accredited to the sovereign or Minister of Foreign Affairs are not entitled to the peculiar privileges of public ministers. No State is bound to admit them unless stipulated in treaty. They must be approved and admitted by the local sovereign, and if guilty of illegal and improper conduct are liable to have the *exequatur* granted them withdrawn, and may be punished by the laws of the State in which they reside, or may be sent back to their own country, at the discretion of the government offended. They are subject to local law the same as other foreign residents owing temporary allegiance to the State.

Consular officers of the United States in Pagan countries are accredited and treated as Diplomatic Representatives.

OFFICIAL STATUS. The office and title of Consul is recognized in the Constitution of the United States, but simply for appointment. The office carries with it no specially stated constitutional authority, nor any constitutional duties. The powers of Consuls are defined by statute and regulated by international law. The performance and character of their duties is by direction of THE PRESIDENT, through the Department of State.

ORDER OF PRECEDENCE. Consular officers of the United States rank as follows: 1. Agents and Consuls General; 2. Consuls General; 3. Consuls, according to class; 4. Consular agents; 5. Commercial agents; 6. Consular clerks.

The vice consular officer ranks immediately below his chief officer, but has in no case precedence of full rank, except when acting temporarily for his chief, and then only in that rank.

Where there is a Consul General in the country that officer is the immediate superior of the Consul, and through him all official correspondence with the Diplomatic Representatives of the United States must be conducted.

Where there is no Consul General in the country the consuls hold these relations.

PREROGATIVES. The law of nations does not accord to consuls as such, a representative or diplomatic character, and hence they have no right of extra-territoriality nor privileges enjoyed by diplomatic agents.

After the granting of an exequatur they are under the special protection of the law of nations, and may raise the flag and place the arms of the United States over their consulates. The actual papers and archives of the consulate are exempt from seizure or detention, and if citizens of the United States, under certain restrictions, Consuls are exempt from personal duties toward the local government.

A consul is entitled to all the privileges enjoyed by his predecessors, unless specifically withdrawn, and he may claim the privileges enjoyed by other Consuls unless they are accorded by special treaty.

Various immunities, privileges and powers have been accorded consular officers of the United States under treaties and conventions with certain foreign governments.

TAKING CHARGE. As soon as practicable after the *arrival* of a Consul General or Consul at the place of his official residence, he notifies the Diplomatic Representative of the United States resident in the country, if there be one, of the fact. According to the usage of the Department the Consular Commission, with the necessary instructions to apply for the exequatur, is sent to the Legation of the United States. If there be no such Legation in the country the Commission is sent to the Consul direct, who without delay transmits it to the proper department and requests an exequatur. In either case he must inform, in proper terms, the authorities of the port or district in which his consulate is situated, of his appointment. If they accord their consent to his acting officially before the arrival of his exequatur he is authorized to act.

As soon as his exequatur is received he must make it known in the manner usual in the country.

The *arms of the United States* should be placed over the entrance to the consulate unless prohibited by the laws of the country, in which case the national flag must be hoisted daily for his protection and as the emblem of his authority.

COURTESIES. It is the duty of the Consul General or Consul to accept the invitation and visit the flagship of a squadron, and to render his official services to the commander.

A consular salute is fired while the officer is on board the vessel, which is unusual, or while he is being conveyed from the vessel to the shore. In the latter case he will face the vessel and at the end of the salute will acknowledge it by raising his hat.

A Consul General receives the first visit in person from the commander of a vessel of the navy, who offers him a passage to the ship.

A Consul or Consular Officer of a lower grade is visited by an officer of a vessel of the United States navy upon its arrival in port, and is tendered a passage to the ship. It is the duty of the Consular Officer to accept. He is entitled to the Consul's salute.

He is entitled to one *salute* from a vessel of war of the United States while in port. (*See naval honors to consular officers.*)

SOCIAL RELATIONS. The official relations between officers of the consular and naval services of the United States do not require social attentions which necessitate the expenditure of money on the part of the former towards the latter. These matters are left to the Consular Officer immediately concerned, and should he see fit to accord them he will not be reimbursed in any manner whatever by the government. With respect to the officials and people among whom he resides no social requirements are enjoined other than to maintain their good will and respect so that the honor of his government may be respected.

CARDS. The consular *card of ceremony* should simply consist of the consular officer's name and military or naval rank, if entitled to the same, and the words Consul General, Consul or other rank, as the case may be, "of the United States of America." This may be in English or in the language of the country. See "Cards" of American Ministers.

SECRETARY OF THE TREASURY.

The *Secretary of the Treasury* is the chief officer of the second of the great Executive Departments, and is the constitutional representative of the President in the administration of all matters relating to the finances, revenues and expenditures of the Government.

OFFICIAL STATUS. There shall be at the seat of government an Executive Department to be known as the Department of the Treasury, and a Secretary of the Treasury, who shall be the head thereof.—*Statute Sept. 2, 1789.*

DEPARTMENTAL BUREAU PRECEDENCE. Within the limits of the Department there are certain Bureaus and grades of office, established by law and arranged in the order of importance of the duties performed or by seniority of enactment, as follows:

THE SECRETARY OF THE TREASURY. 1. The Assistant Secretaries of the Treasury, according to rank. 2. The Comptrollers of the Treasury, according to rank. 3. The Commissioner of Customs. 4. The Auditors of the Treasury, according to number. 5. The Treasurer of the United States. 6. The Register of the Treasury. 7. The Comptroller of the Currency. 8. The Commissioner of Internal Revenue. 9. The Solicitor of the Treasury. 10. The Director of the Mint. 11. The Chief of the Bureau of Statistics. 12. The General Superintendent of the Life Saving Service. 13. The Supervising Surgeon General of Marine Hospitals. 14. The Chief of the Bureau of Engraving and Printing. 15. The Supervising Architect.

The *Deputies* and *Assistants* of the different Bureaus, who are appointed by the President, take precedence in the same order.

The officers of the *Light House Board* of the United States take rank in their distinctive branches of the service.

The *chief clerk* and *chiefs of divisions* and other clerical employes of the Department have no official status and are not necessarily entitled to social recognition on account of their positions.

OFFICIAL AND SOCIAL RELATIONS. The Secretary of the Treasury enjoys official prerogatives and social relations and obligations in common with the other members of the Cabinet (except the Secretary of State), and the rules which apply to them apply to him. (*See The Cabinet.*)

THE SECRETARY OF WAR.

The *Secretary of War* is the chief officer of the third great Executive Department, and is the regular constitutional organ of the President for the administration of the military establishment of the Nation; and rules and orders publicly promulgated through him are received as the acts of the Executive.

OFFICIAL STATUS. There shall be at the seat of government an Executive Department to be known as the Department of War, and a Secretary of War, who shall be at the head thereof.—*Statute Aug. 7, 1789.*

DEPARTMENTAL BUREAU PRECEDENCE. The *chief officers of the Administrative Bureaus* of the Department are assigned from the army. When associated in ceremonial affairs with the head of the Department, these officers take precedence among themselves according to their military rank in the place of their staff departments as established by legislation, seniority of enactment, or usage, as follows:

THE SECRETARY OF WAR. 1. The Adjutant General. 2. The Inspector General. 3. The Judge Advocate General. 4. The Quartermaster General. 5. The Commissary General of Subsistence. 6. The Surgeon General. 7. The Paymaster General. 8. The Chief of Engineers. 9. The Chief of Ordnance. 10. The Chief Signal Officer of the Army. The *Civil Employees* of the Department, such as the Chief Clerks and Clerks, have neither official nor social recognition on account of their positions.

OFFICIAL AND SOCIAL RELATIONS. The Secretary of War is entitled to all the official and social consideration of a member of the Cabinet, but stands third in the order of precedence within the Executive circle. (*See The Cabinet.*)

OBSEQUIES. On the death of a Secretary of War in office certain special military honors are prescribed. (*See Funeral Honors, Army.*)

THE ARMY.

THE PRESIDENT is commander-in-chief of the army and all other land forces called into the service of the United States.

ORDER OF PRECEDENCE. The *Secretary of War* does not compose part of *the army*, and therefore performs no duties in the field. He is the head of the administrative service of the army, and has control of its branches. Therefore on all ceremonial occasions his place is with the Cabinet of the President.

Officers serving by *commission from any State* of the Union take rank next after officers of the same rank by commission of the United States.

Officers of *equal rank* take precedence among each other according to seniority, unless otherwise specially provided. When the dates are the same precedence is decided by regulations.

Officers of *volunteers* or *militia* take rank next after officers of like grade in the regular forces.

Retired officers on occasions of ceremony are entitled to the privileges of their rank as if in active service, and are entitled to wear the uniform of the same.

Brevet rank does not entitle an officer to precedence or command except by special assignment.

MILITARY RANK. The following is the general order of precedence as determined by military rank: General, Lieutenant General, Major General, Brigadier General, Colonel, Lieutenant Colonel, Major, Captain, First Lieutenant, Second Lieutenant, Cadet.

The following is the order of precedence as determined by rank within the respective branches of the military service:

THE GENERAL.

The Lieutenant General.

Major-Generals, according to seniority.

Brigadier Generals, according to seniority.

The Staff Corps, including officers who aid general officers in the performance of their duties, and those who provide the needful supplies and minister to the various wants of the Army. Officers on duty on the staff take rank within its several branches, viz: The Adjutant General, Inspector General, Chief of the Bureau of Military Justice, Quartermaster General, Commissary General, Surgeon General, Paymaster General, Chief of Engineers, Chief of Ordnance, Chief Signal Officer, Post Chaplains.

The *Field* and *Line* take precedence according to rank and seniority of commission in their respective arms of the service.

THE CAVALRY.

Colonels, Lieutenant Colonels, Majors, Captains, First Lieutenants, Second Lieutenants.

THE ARTILLERY.

Colonels, Lieutenant Colonels, Majors, Captains, First Lieutenants, Second Lieutenants.

THE INFANTRY.

Colonels, Lieutenant Colonels, Majors, Captains, First Lieutenant, Second Lieutenants.

The officers of the United States *Military Academy* rank with their grades on occasions of ceremony, either in general arrangement or at the Institution.

Professors of Mathematics take rank next to officers performing similar duties and holding military rank.

The order of precedence of officers of the *staff* is governed by the same rules applicable to officers in the line of command and in the same grades rank with and next to them.

RELATIVE ORDER OF RANK. The *relative* order of precedence between officers of the army and navy is Admiral with General, Vice-Admiral with Lieutenant-General, Rear-admirals with Major-generals, Commodores with Brigadier-generals, Captains with Colonels, Commanders with Lieutenant-colonels, Lieutenant-commanders with Majors, Lieutenants with Captains, Masters with First Lieutenants, Ensigns with Second Lieutenants

The *staff* or *relative rank* of military, naval and marine officers follows in the order attaching them to such rank.

TITLES. The *title* of an officer of the army is regulated by his lineal or staff rank, or that of the rank under which he is actually serving, and by this he should be addressed in conversation or correspondence.

THE GENERAL IN CHIEF. Upon the death of the commanding general the Secretary of War, "by direction of the President," announces the officer "assigned to the command of the Army of the United States." Upon this a general order of the War Department, Adjutant General's office, is published to the army, "by order of the Secretary of War, signed by the Adjutant General of the army. It is countersigned "official" and addressed to the Assistant Adjutant Generals of divisions and departments. The officer so assigned in general orders, &c., "assumes command of the army" and announces "the officers to compose the personal staff of the Major-General Commanding."

SOCIAL COURTESIES. It is not unusual for the officers of the army on garrison duty at Washington to extend social civilities to the families and friends of officials and members of Congress. The following is the form of invitation used on such occasions :

The officers of the army,
Stationed at
The Washington Barracks,
Request the pleasure of the company of
.....
At their receptions on Saturdays, in.....,
From till o'clock p. m.,

Dancing.

These receptions are usually held under the patronage of the wife of the commanding officer or the chief lady of the garrison, assisted by the ladies of the families of the higher officers. The ladies of the family of the commander of the garrison hold Drawing Rooms on stated days during the season, from 3 to 5 p. m. The other ladies are usually at home on that day.

The General and other officers of the army and the ladies of their families enjoy social relations commensurate with their rank. The ladies of the Commanding General's family hold Drawing Rooms on stated days during the season between 3 and 5 p. m.

MILITARY HONORS. The following are the *honors*, prescribed by regulations, to be paid by the troops to the officials or others named upon ceremonial occasions :

THE PRESIDENT is saluted with the highest honors; all standards and colors dropping, officers and troops saluting, drums beating, trumpets sounding, and bands playing the President's march.

To the *Vice President*, to the *Chief Justice*, the *Members of the Cabinet*, and *Speaker* of the House of Representatives of the United States, and to *Governors*, within their respective States and Territories, the same honors are paid as to a General commanding-in-chief.

Officers of a foreign service visiting any post or station are complimented with the honors due to their rank.

A Committee of Congress, American and foreign *Envoys or Ministers* are received with the compliments due to a Lieutenant General.

All guards and sentinels pay the same compliments to the *officers of the navy, marines, volunteers and militia* in the service of the United States as are directed to be paid to the officers of the army according to their relative ranks.

The honors due to *officers* of the army in the performance of their duties or on occasions of ceremony among themselves are prescribed by army regulations.

SALUTES. The *national salute* is determined by the number of States comprising the Union, at the rate of one gun for each State.

THE PRESIDENT of the United States receives a salute of twenty-one guns.

The *Vice President* and President of the Senate, nineteen guns.

The Chief Justice, the heads of the great Executive Departments of the National Government, the Speaker, a Committee of Congress, the General commanding the Army, the Governors of States and Territories, within their respective jurisdictions, seventeen guns.

The Lieutenant General, fifteen guns.

A Major General, thirteen guns.

A Brigadier General, eleven guns.

The *sovereign* or *chief magistrate* of a foreign country receives the salute of the President. Members of a royal family receive the salute due to their sovereign.

The salute of a national flag is twenty-one guns in passing a fort.

Foreign ships of war are saluted in return for a similar compliment, gun for gun, on notice being officially received of such intention.

Officers of the Navy are saluted according to their relative rank.

Foreign officers invited to visit a fort or post are saluted according to their relative rank.

Envoys and ministers of the United States and foreign powers are saluted with fifteen guns, Ministers Resident to the United States, thirteen guns; Charges d'Affaires to the United States, eleven guns: Consuls General to the United States, nine guns.

An officer assigned to duty according to a brevet receives the salutes due to the rank conferred by such brevet.

A national salute is fired at meridian on the anniversary of the Independence of the United States at military posts and camps provided with artillery and ammunition.

ESCORTS OF HONOR. Escorts of honor are composed of cavalry or infantry, or both, according to circumstances. They are guards of honor for the purpose of receiving and escorting personages of high rank, civil and military. Their manoeuvres are prescribed in the tactics. An officer is appointed to attend the person so honored to bear such communications as he may have to make to the commander of the escort.

FUNERAL HONORS. On the receipt of official intelligence of the death of the President of the United States at any post or camp, the commanding officer, on the following day, causes a gun to be fired at every half hour, beginning at sunrise and ending at sunset.

On the day of the interment of a Secretary of War, or General Commanding-in-Chief, a gun is fired at every half hour until the procession moves, beginning at sunrise.

When the funeral of a *civil functionary* or *officer* entitled to a salute takes place at or near a military post, the flag is placed at half staff and minute guns are fired while the remains are being borne to the place of interment, but not to exceed the number of guns to which the deceased was entitled while living. After the remains are deposited in the grave a salute corresponding with the rank, and salvos, are fired for military officers only.

The same honors are paid to a *flag officer* of the navy of the United States or foreign countries afloat while being carried to the shore. If near a military post the flag is placed at half staff and minute guns are fired while the procession is moving to the grave.

The *funeral escort* of a Secretary of War, or a General Commanding-in-Chief, consists of a regiment of infantry, one battalion of cavalry and two batteries of artillery.

Of a Lieutenant General, a regiment of infantry, a battalion of cavalry and one battery of artillery.

Of a Major General, a regiment of infantry, two companies of cavalry and one battery of artillery.

Of a Brigadier General, a regiment of infantry, one company of cavalry and one platoon of artillery.

The pall-bearers, six in number, are selected from the grade of the deceased, or from the grade or grades next above or below it.

Officers join in the procession in uniform and with side arms, and follow the coffin in the inverse order of their rank. The usual badge of *military mourning* is a piece of black crape around the left arm above the elbow, and also upon the sword hilt, and worn when in full or in undress uniform.

The form of escorting a corpse to the grave is prescribed in the tactics.

PUBLIC OBSEQUIES OF THE GENERAL. Upon the death of the general commanding the army the President of the United States is at once officially notified by an officer of the staff, through the Secretary of War. The President sends a communication to the Senate and House of Representatives, couched in feeling terms, announcing the death to the Congress and people of the United States, and also a note of condolence to the family. The President,

through his private secretary, directs that the national flag be displayed at half staff on all the buildings of the Executive Departments in Washington until after the funeral. The Secretary of War is summoned and receives the necessary directions to issue a general order assigning an officer to the command of the army, who takes charge of the superintendence of the military arrangements for the funeral.

A general order from the War Department, Adjutant General's office, is issued to the army by the Secretary of War announcing the sad event in appropriate terms, narrating succinctly the chief events of the career of the departed, embodying the President's communication to Congress, ordering flags at half staff at all military posts and stations, and the firing of seventeen-minute guns on the day after the receipt of the order, and the wearing of the usual badges of mourning for thirty days.

Each House of Congress, upon the receipt of the communication of the PRESIDENT, passes appropriate resolutions expressive of their grief over the event, ordering a copy of the resolutions to be sent to the family of the deceased, appointing a committee (five Senators and seven Representatives) to confer together and with the family to take suitable co-operation in the public obsequies, and, as a "mark of respect," adjourns. Upon these resolutions brief remarks of a suitable character are made by the person submitting them and one other.

It is proper for civil, military, or naval officers of high rank to leave cards of condolence at the residences, or send notes of a similar character.

CORRESPONDENCE. The rules governing all official correspondence between a commander and his juniors and military officers among themselves are prescribed by regulations. (*See Correspondence, the Cabinet.*)

THE ATTORNEY GENERAL.

The *Attorney General* is the chief officer of the fourth Executive Department. At first simply the legal adviser of THE PRESIDENT, as Attorney General, he is now the head of one of the Executive Departments (of Justice) with increased powers and duties, his advice and opinion being extended also to the chiefs of the Executive Departments when requested.

OFFICIAL STATUS. There shall be at the seat of government an Executive Department to be known as the Department of Justice, and an Attorney General, who shall be the head thereof.—*Statutes September 24, 1789; June 22, 1870.*

DEPARTMENTAL BUREAU PRECEDENCE. The following is the order of precedence within the Department established by law.

THE ATTORNEY GENERAL.

The Solicitor General, The Assistant Attorney Generals according to the order of precedence of the Executive Department to which attached.

The Solicitor of the Treasury. The Chief Clerk, chiefs of divisions and other clerks have no official or social relations by right of their positions.

The Assistant Attorney Generals assigned to Executive Departments are entitled to position of Bureau officers on ceremonial occasions, and may participate with the Departments to which they are assigned.

The officers of courts under the administrative control of the Attorney General temporarily in Washington, should take precedence after the Attorney General, as follows:

Circuit Judges and District Judges, according to seniority of commission respectively.

District Attorneys and Marshals take precedence after the Solicitor of the Treasury, and in the order of seniority of commission respectively.

OFFICIAL AND SOCIAL RELATIONS. In the order of precedence the Attorney General occupies the fourth place within the Executive branch of the Government. (*See The Cabinet.*)

THE POSTMASTER GENERAL.

The *Postmaster General* represents the authority of THE PRESIDENT in the fifth great Executive Department, and exercises control over all officials and others belonging within its jurisdiction.

OFFICIAL STATUS. There shall be at the seat of government and Executive Department to be known as the Post Office Department, and a Postmaster General, who shall be the head thereof.—*Statute May 8, 1794.*

DEPARTMENTAL PRECEDENCE. Under the jurisdiction of the Postmaster General are certain offices which have been established by law and take order with reference to the character and responsibility of their duties. Their accepted order is as follows :

THE POSTMASTER GENERAL.

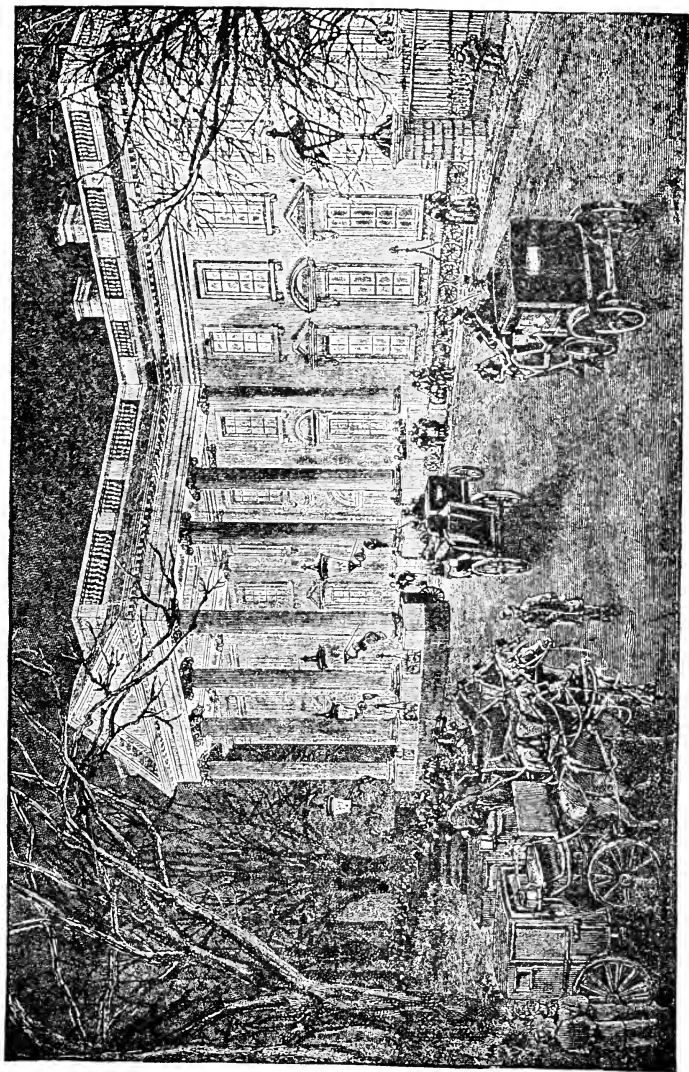
The Assistant Postmaster Generals according to grade, who also have authority in their order to perform the duties of Postmaster General.

Postmasters holding the commission of THE PRESIDENT and in the city. This class of officers on ceremonial occasions would be entitled to recognition according to grade regulated by law, and take precedence next after a Bureau officer in their own Department.

The *chief officers* of the important administrative branches of the general postoffice, acting under warrant of authority from the Head of the Department, do not enjoy official recognition beyond the limits of the Department, nor social status by virtue of their positions. The Attorney General for the Post Office Department, also acting by the same departmental authority, does not take position with other officials of the same class, who act by commission from the President.

The chief clerk, except in Departmental affairs, and chiefs of Divisions and other clerks, have no official status and are not entitled to social recognition on account of their positions.

OFFICIAL AND SOCIAL RELATIONS. The *Postmaster General* enjoys, with other members of the Cabinet, certain official and social prerogatives, relations and obligations which are set forth in their proper places. (*See The Cabinet.*)



A RECEPTION AT THE EXECUTIVE MANSION—THE ARRIVING GUESTS.

THE SECRETARY OF THE NAVY.

The *Secretary of the Navy* is the chief officer of the sixth great Executive Department of the National Government. He is the constitutional representative of the President in the administration of the naval establishment of the nation, and all acts done by him in the name of the President must be executed and obeyed by those within the sphere of his legal and constitutional authority.

OFFICIAL STATUS. There shall be at the seat of government an Executive Department to be known as the Department of the Navy, and a Secretary of the Navy, who shall be the head thereof.—*Statute April 30, 1798.*

DEPARTMENTAL BUREAU PRECEDENCE. The SECRETARY OF THE NAVY. The chief officers of Departmental Bureaus, are filled by assignment from the navy. On occasions of ceremony with the head of the department, these officers take precedence with respect to each other according to their naval rank, and not according to arrangement of Bureaus, which usually, however, take the order of the rank of their chief officer, as follows: 1. Chief of the Bureau of Yards and Docks. 2. Of Equipment and Recruiting. 3. Of Construction and Repair. 4. Of Steam Engineering. 5. Of Navigation. 6. Of Ordnance. 7. Of Provisions and Clothing. 8. Of Medicine and Surgery. 9. Of Judge Advocate General.

The officers of the United States *Naval Observatory, Hydrographic, Signal and Nautical Almanac* offices take precedence according to their real or assimilated naval rank.

The Chief Clerk and clerks have neither official nor social relations by virtue of their positions.

OFFICIAL AND SOCIAL RELATIONS. The *Secretary of the Navy* receives all the official and social consideration due to a member of the Cabinet, but stands sixth in order of precedence within the Executive branch of the Government.

OBSEQUIES. On the death of a Secretary of the Navy, in office, certain special honors are prescribed. (*See funeral honors, Navy.*)

THE NAVY.

THE PRESIDENT is the Commander-in-Chief of the Navy and all other naval forces called into the service of the United States.

ORDER OF PRECEDENCE. The *Secretary of the Navy* is no part of the navy, and hence performs no duty other than administrative. On all ceremonial occasions his place is with THE PRESIDENT.

Officers of the *same rank* take precedence according to seniority. Officers of the *volunteer navy* take rank next after officers of the same grade in the navy. *Retired officers* of the navy take precedence according to their rank in active service.

NAVAL RANK. The following is the order of rank, actual and relative, of naval officers:

OFFICERS OF THE LINE: Admiral, Vice Admiral, Rear Admirals, Commodores, Captains, Commanders, Lieutenant Commanders, Lieutenants, Masters, Ensigns, Midshipmen, Cadet Midshipmen.

OFFICERS OF THE STAFF. *Officers of the Navy, not of the Line*, take position according to their relative rank in the navy below those in the line.

The relative rank between line officers and officers not of the line is regulated by law as follows:

Relative Rank of Captain—Medical Directors, Pay Directors, Chief Engineers, first 10; Naval Constructors, first 2; Chaplains, first 4.

Of Commander—Medical Inspectors, Pay Inspectors, Chief Engineers, next 15; Naval Constructors, next 3; Chaplains, next 7.

Of Lieutenant Commander or Lieutenant—Surgeons, Paymasters, Chief Engineers, next 45; Naval Constructors, remainder; Chaplains, next 7.

Of Lieutenant or Master—Passed Assistant Surgeons, Passed Assistant Paymasters, First Assistant Engineers, Assistant Naval Constructors.

Of Master or Ensign—Assistant Surgeons, Assistant Paymasters, Second Assistant Engineers.

Of Lieutenant—Secretary to the Admiral, Secretary to the Vice Admiral.

The officers of the United States *Naval Academy* Chaplains and Professors, Constructors, Civil Engineers and Secretaries take position according to their rank, whether actual or relative

MARINE CORPS. The following is the order of rank in the Marine Corps:

Colonel Commandant. The general staff take position according to relative rank next below those in the line: Quartermaster, Adjutant and Inspector, Paymaster, Assistant Quartermasters. Colonel, Lieutenant Colonels, Majors, Captains, First Lieutenants, Second Lieutenants. *Retired officers* rank next below those on the active list of the same grade. The *officers of the Marine Corps* are placed by law, in relation to rank, on the same footing as officers of similar grades in the Army.

RELATIVE RANK. The relative rank between officers of the army, marine corps and navy is fixed by law, and will be found under the *army*.

The relative rank between officers of the navy and of the Marine Corps follows accordingly.

TITLES. The *title* of an officer of the navy is regulated by his lineal or staff rank or that under which he is actually serving, and by this he should be addressed in conversation or correspondence. It is proper to address all naval officer of the rank of Lieutenant or below as Mr.

SOCIAL COURTESIES. The officers of a vessel of the navy, with permission of the Secretary of the Navy, may extend informal invitations to a *reception* on board their vessels while lying at anchor or moorings in a home or foreign port. Visits of ceremony are prescribed by regulations.

The *ladies* of the families of the commandant and officers of the Navy-Yard at Washington hold receptions on days designated by them during the season.

The officers of the Marine Corps receive their friends at *inspection*, weather permitting, when the marine garrison and band are paraded in the drill court of the barracks. It is not unusual after inspection for the band to perform in the drill-room for the enjoyment of visitors, and at which time there is dancing. These entertainments are given *without invitation*, the inspection being part of the routine of duty and the musical exercises being added as a matter of courtesy to those ladies and gentlemen in official life or in society who may be present with their visiting friends.

MARITIME CEREMONIALS. The usage of nations has established certain *maritime ceremonials* to be observed on the ocean, or those parts of the sea over which a sort of supremacy is claimed by a particular State. These are *salutes* by striking the flag or the sails, or by firing a certain number of guns on the approach of a fleet or a ship of war, or entering a fortified port or harbor. A sovereign state has a right to require this ceremonial by its own vessels toward each other, or toward those of another nation on the high seas or within its own territories. It has a similar right to regulate the ceremonies to be observed within its own jurisdiction by vessels of all nations,

as well with respect to each other as toward its own fortresses and ships of war and the reciprocal honors to be rendered by the latter to foreign ships.

NAVAL HONORS, CEREMONIES AND SALUTES. When visiting a vessel of the navy the following honors are due to the officers named :

To **THE PRESIDENT** of the United States (arriving) the Boatswain attends with eight side boys and pipes the side ; the *yards* are *manned* at the moment when the bow oars of the boat in which he is embarked are tossed ; the men on the yards of the fore and main masts face aft, and on those of the mizen mast forward ; all the officers of the vessel are arranged in line upon the quarter deck in full uniform. The full *marine guard* is paraded. **THE PRESIDENT** is *received at the gangway* by the Admiral, Commodore, or Commanding officer, and such other officers designated to assist in the reception. When **THE PRESIDENT** reaches the deck the *National flag* is displayed at the main, and kept there as long as he remains on board. All officers and men on deck, the guard excepted, uncover their heads, the guards present arms, the drums give four ruffles, the band plays the *national air*, and a salute of twenty-one guns is fired, the men on the yards lie in, and lie down at the firing of the last gun.

(Leaving.) The same ceremonies are observed *when the President leaves the vessel* ; the yards are manned as he crosses the gangway ; the salute is fired after the boat in which he is embarked is clear of the side, and at the last gun the men on the yards lie in, and lie down, and the flag is hauled down.

If *other vessels of the navy be present* they man their yards at the moment the flag is displayed at the masthead of the one visited, and also fire a salute of twenty-one guns, unless otherwise directed by the senior officer present. On passing such vessels their sentinels present arms, the drums beat four ruffles, and the band plays the national air.

To the Vice President of the United States the same honors as prescribed for the President, except that the yards are not manned and that there is but one salute of seventeen guns, which is fired on his leaving ; and that the national flag is not displayed unless the reception takes place abroad, in which case it is hoisted at the fore.

To an ex-President of the United States the same honors as prescribed for **THE PRESIDENT**, except the display of the national flag and the manning of the yards.

To *Justices* of the Supreme Court, the members of the *Cabinet*, or governors of States, the same honors as those prescribed for the Vice President, except that the salute consists of fifteen guns and is fired on leaving.

When the Cabinet officer visiting a vessel of war of the United States is the

Secretary of the Navy the jack is hoisted at the main on his coming on board and carried there until his departure.

To a *foreign sovereign*, or the chief magistrate of any foreign republic the same honors as prescribed for the President, except that the flag of his own country is displayed at the main, and the band plays his own national air.

To members of a *royal family* the same honors as are due to their sovereign, except that one salute only is fired on leaving.

A *minister* appointed to represent the United States abroad, or a minister of a foreign country visiting a vessel, is received by the Admiral, Commodore, or Commanding officer, and the marine guard is paraded. A salute of fifteen guns is fired on his leaving.

A *Charge d'Affaires* or *Commissioner* is received in the same manner, but the salute is thirteen guns.

A *Consul General* is received by the Commanding Officer, and saluted with nine guns.

A *Consul* is received by the Commanding Officer, and saluted with seven guns.

Officers of the Army or Marine Corps are received agreeably to their relative rank with officers of the Navy.

ON AN OFFICIAL TAKING PASSAGE. Whenever any person for whom a salute is provided embarks on board a vessel of the Navy for passage, he is entitled to the same salute as if he were visiting such vessel, and also to the same salute on disembarking.

VISITING A NAVY YARD. Whenever THE PRESIDENT, the Vice President, an ex-President, or any other personage for whose reception afloat ceremonies have been given, visits a navy yard or naval station, he is received with the same ceremonies, due to his rank, so far as may be practicable.

A *committee of Congress* officially visiting a navy yard or station receives a salute of fifteen guns on arriving or leaving.

When a naval, military or civil officer of a foreign nation visits a vessel of the navy, or a navy yard, or naval station, he is received with the salutes and honors for persons of similar rank in the service of the United States.

NAVAL CIVILITIES. The Commander of a fleet or squadron, on arriving at a foreign port, calls in person and pays the first visit to the diplomatic representative of the United States thereat, whose rank is of and above that of Charge d'Affaires.

The Commander of a vessel of the Navy, on so arriving, calls and first visits the representative of his Government thereat, whose rank is of and above that of Consul General.

The Commander of a fleet or squadron, on so arriving, sends a suitable officer to visit the consular officer, and tenders to him a passage to the flag-ship.

The Commander of a vessel of the Navy, on so arriving, sends an officer to visit the consular officer, and if he be of the rank of Consul General, informs him of the presence of the ship, and of the Commander's intention to visit him, unless the latter should find it convenient to make the visit at that time; if of a lower rank than Consul General, he offers him a passage to the ship. (*See Salutes, Navy.*)

NATIONAL HOLIDAYS. On the Fourth day of July and the Twenty-second day of February, the National Flag is displayed at the peak and at each masthead, and the Union Flag hoisted forward over the bow-sprit cap from sunrise to sunset, on board of every vessel of the Navy in commission, not under way. At noon a salute of twenty-one guns is fired by all vessels able to salute, and such as are at sea, with the ensign flying at the peak at the time. Vessels also dress ship on these days with signal and other flags, but not foreign ensigns. At navy yards and naval stations the ensign is displayed from sunrise to sunset, and a salute of twenty-one guns is fired at noon.

When a national anniversary occurs on a Sunday, all the ceremonies are deferred until the following day.

FUNERAL HONORS. *On the death of the President of the United States.* On the receipt of official intelligence by general order of the Navy Department, of the death of the President of the United States, the senior officer present, on the following day, causes the ensign of each vessel under his authority to be hoisted at half-mast from sunrise to sunset, and a gun to be fired by his vessel every half-hour, beginning at sunrise and ending at sunset. At Naval Stations the same ceremonies are observed.

It is also customary for the Secretary of the Navy in announcing the death of THE PRESIDENT, or of any other official, or officer of the Army or Navy, entitled to such consideration, to embody in the official order of announcement, an appropriate tribute to the memory of the deceased.

PUBLIC OBSEQUIES OF THE ADMIRAL. The forms of public observances upon the death of the chief officer of the navy is the same as for the general commanding the army. (*See The Army.*)

THE SECRETARY OF THE INTERIOR.

The *Secretary of the Interior* is the head of the seventh great Executive Department, and has administrative control over all officials and others within the vast range of internal affairs grouped within its great bureaus.

OFFICIAL STATUS. There shall be at the seat of government an Executive Department to be known as the Department of the Interior, and a Secretary of the Interior, who shall be the head thereof.—*Statutes March 3, 1849.*

DEPARTMENTAL PRECEDENCE. The order of precedence of the different administrative branches of the Department of the Interior, as regulated by law or usage, is as follows:

1. The SECRETARY OF THE INTERIOR.

1. The Assistant Secretary. 2. The Assistant Attorney General. 3. The Commissioner of the General Land Office. 4. The Commissioner of Indian Affairs. 5. The Commissioner of Pensions. 6. The Commissioner of Patents. 7. The Commissioner of Education. 8. The Commissioner of Railroads. 9. The Director of the Geological Survey. 10. The Superintendent of the Census, and of other Bureaus of later creation.

11. The Governors and Secretaries of Territories.

12. Directors, Commissioners, Inspectors, Superintendents and Special Agents, and others, acting under the Department by commission of the President.

Assistant and Deputy Bureau officers, appointed by the President.

The *Chief Clerk*, except within the jurisdiction of the Department, and other clerks have no official or social status on account of their positions.

The officials under the control of Bureaus, but serving at a distance, when at the capital take precedence with their chief officers.

OFFICIAL AND SOCIAL RELATIONS. The *Secretary of the Interior* is entitled to all the consideration due to a member of the Cabinet, taking the seventh rank within the Executive branch of the Government. (*See The Cabinet.*)



THE BALL IN HONOR OF THE INAUGURATION OF THE PRESIDENT.

UNASSIGNED.

In addition to the great Executive Departments there are Departments and Bureaus which enjoy a quasi-independent position, and whose chief officers, though not recognized in the Cabinet, are entitled to a place in the official and social scale at the seat of Government, as follows:

The *Commissioner* of Agriculture.

The Public Printer.

The *Director* or Secretary of the Smithsonian Institution, who is also charged with the administrative control of the National Museum, under the title of Director.

The Commissioner of Fish and Fisheries.

The Director of the Bureau of Ethnology.

The Commissioners of the Civil Service.

Commissioner of Labor.

The Inter-State Commerce Commissioners.

These officers take precedence of Departmental Bureau officers.

SOCIAL RELATIONS. The wife or presiding lady of the family of the family of the chief of a quasi Bureau takes precedence according to official rank. (*See general order of precedence.*)

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA.

The officers of the Government of the District of Columbia take precedence as follows:

The *Commissioners* and their Secretary. The Engineer Commissioner and Assistant Engineers. The chiefs of the various administrative branches of the District Government in their accepted order. The Police Judge. The Superintendent of Police. The Commissioners of the Fire Department and the Chief Engineer. The chief of the Health Department.

SOCIAL RELATIONS. The wife or presiding lady of the family of an officer of the District Municipality, takes precedence on social occasions, according to the place of the head of the family in the official scale. (*See general order of official precedence.*)

The Congress.

UNDER the Constitution of the United States the "Legislative Department" holds the first place in the order of the co-ordinate branches of the Government. That instrument declares that "all legislative powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives."

The precedence in the order of arrangement of the several parts of the Constitution of the United States is in deference to the spirit of American institutions, that the people is the Sovereign. THE PRESIDENT, however, as the administrative head of the Nation, is charged by the Constitution under this incipient authority with giving Executive force to this sovereign power.

PRECEDENCE OF STATES. The order of precedence of States in the roll of the Union is by seniority of adoption of the Constitution or admission into the National compact.

FORMS OF ADDRESS. The general use of the title *Honorable* in the minutes, came up early in the first Congress. Some members objected to it on the ground that "it was a colonial appellation, and that we should disgrace ourselves forever by it—that it was applied to justices of every court." Were this ancient prejudice against any form of titles adhered to, it would be improper to apply the title of courtesy, *Honorable*, to any members of the Government. Later ideas of form warrant its use as explained.

In *informal notes* at Washington it is proper to use the following style of address:

Senator, or

Honorable, M. C., for a Representative. While both Senators and Representatives would be properly termed M. C., or Member of Congress, that designation by usage has been applied only to Representatives. Therefore, to speak of a Member of Congress popularly refers to a Representative.

In official communications, official titles only should be used. The same rule applies to a Senator or Representative filling the place of chairman of a committee.

All communications relating to the business of a committee, should be addressed,

To the Chairman of the Committee on

Their character will then be understood and they will receive attention. Otherwise, in the absence of the individual from the city, they will lie over until his return.

CEREMONIAL RELATIONS OF THE TWO HOUSES OF CONGRESS. When the two Houses of Congress meet in *Joint Convention*, whether in the Senate Chamber, or the Hall of the Representatives, the visiting body at the hour appointed proceeds to the Hall of assembling, and arriving at the main door is formally announced by the Door-keeper of the receiving body, and enters, preceded by its Sergeant-at-Arms, and headed by its Presiding Officer and the Secretary (or Clerk). The members and officers of the receiving body rise and remain standing until the visiting body has entered and its members are seated

The *Vice President* or Presiding officer of the Senate takes the chair as presiding officer and calls the joint assemblage to order. The *Speaker* occupies the chair on the left of the Vice President. The *Vice President* states the business of the joint convention, which is proceeded with under the usual parliamentary forms, or in accordance with an order of business, or observance, prepared for the occasion by a committee of arrangements. [*See the Vice-President.*]

PARLIAMENTARY INTERCOURSE. There are also certain *formalities* which regulate the two houses of Congress in their intercourse with each other in the transaction of legislative business. These formalities, strictly speaking, are more of a parliamentary than of a ceremonial character, and therefore do not come within range of the official etiquette which applies to the officers of the great branches of the Government in their official relations towards each other.

The original form of *communication* between the two houses was as follows: When a bill or other message was sent from the Senate to the House of Representatives it was carried by the Secretary, who made one obeisance to the Chair on entering the door of the House of Representatives and another on delivering it at the table in the hands of the Speaker. After delivering it he made an obeisance to the Speaker and repeated it as he retired from the House.

A bill sent to the Senate was carried by two members of the House, who observed the same form of obeisance on arriving, delivering and retiring as provided above for the Secretary of the Senate. The Senators arose on



THE CAPITOL—THE OFFICIAL PLACE OF THE CONGRESS AND SUPREME COURT OF THE UNITED STATES. (III)

the entrance of the members within the bar and remained standing until they retired. Other messages were delivered by one member, and the President of the Senate alone arose.

All bills and messages are now delivered by the Secretary of the Senate or Clerk of the House. Either officer, on appearing before the bar, is announced by the Door-keeper and makes an obeisance to the Chair. Addressing the Chair Mr. President or Mr. Speaker, he says I am directed by the to inform the that (Here he states the commands of the body of which he is an officer.)

THE PRESIDENT AT THE CAPITOL. The *President's Room* at the Capitol is near the west end of the Senate Lobby. The President visits there, however, only on imperative business or during the last hours of Congress. On the occasions last mentioned he is accompanied by his Cabinet Ministers and Private Secretaries, and the object of his visit is to facilitate legislation in the closing moments of the session by having bills examined by the proper heads of Departments and presented for his approval or disapproval, as the case may be, without the delay incident to their transmission to the Executive Mansion. The President does not appear on the floor of the Senate, but sends for those whom he wishes to consult. As a rule no visitors are admitted, though this is entirely at the will of THE PRESIDENT.

THE OPENING OF CONGRESS. On the first Monday in December, the day prescribed by the Constitution of the United States for the annual *meeting of Congress*, the Senators and Representatives assemble in their respective Halls. After the usual preliminaries incident to organization are completed and resolutions of notification of being "ready to proceed to business" exchanged, the Senate adopts a resolution "that a committee consisting of two members be appointed to join such committee as may be appointed by the House of Representatives, to wait upon THE PRESIDENT of the United States and inform him that a quorum of each House is assembled and that Congress is ready to receive any communication that he may be pleased to make." The *House* being organized passes a similar resolution appointing a committee of three members to join the Senate committee. These committees are constituted so that the two great political parties in each House are represented.

The committee on the part of the two Houses having notified THE PRESIDENT, as indicated in the resolution, return to their respective bodies and report that they "have performed their duty; and he (THE PRESIDENT) requests the committee to inform the two Houses that he sends them the com-

pliments of the season, his congratulations upon their organization, and that he will immediately communicate to them a message in writing."

The first *message* on these occasions, which is delivered to each House by the President's private secretary, the same as other messages, is the President's annual review of the public business and cognate questions, for the information and consideration of Congress.

At the opening of the session of Congress in December, 1790, the President having been informed that Congress was ready to receive him, replied fixing the day and hour when he would meet the Congress. Upon reaching the Senate chamber, where the two Houses awaited him, he was received by the Vice President and was conducted to the chair. After a few moments, The President rising in his seat began the delivery of his speech with the salutation, "Gentlemen of the Senate and Gentlemen of the House of Representatives." He then addressed the House, beginning "Gentlemen of the House of Representatives," and closed with a short speech to the two Houses, addressing them as at first. Having finished, The President immediately withdrew, leaving his speech (or message) on the table. The House then withdrew. A committee was appointed to prepare a reply to "The President's speech," which was signed by the President of the Senate and was delivered to the President at his official residence by the Senate at a time designated by him.

This plan was continued during the entire administrations of Washington and Adams. President Jefferson, in a letter dated December 8, 1801, to the Hon. the President of the Senate, dispensed with this plan, stating his reasons, which were chiefly the convenience of public business. The present method of transmission of the annual message of the President has since been in vogue.

EXECUTIVE COMMUNICATIONS. All official intercourse between THE PRESIDENT and Congress is now maintained by formal correspondence delivered by the Private Secretary of THE PRESIDENT. Upon the appearance of the Private Secretary at the bar of either House of Congress, the Door-keeper attends him there. The presiding officer announces: "The Chair will receive a message from the President of the United States."

Business having been suspended, the Door-keeper steps forward and proclaims, "A message from the President of the United States." The Private Secretary advancing to the bar of the Senate (or House), makes an obeisance to the chair and says, "I am directed by the President of the United States to deliver to the Senate (or House) a message in writing," He then bows and retires. The message is conveyed by the Door-keeper to the

presiding officer, to whom it is addressed, and is opened by him and submitted.

THE CONGRESS AND THE PRESIDENT. It is not unusual for the Congress, desiring to give national recognition to the commemoration of some proper event, to ask the co operation of THE PRESIDENT. The expression of the wish of Congress is by concurrent resolution, as follows :

Resolved by the Senate and House of Representatives, &c., That the President be and he is hereby requested to issue a proclamation recommending the people either by appropriate exercises or by such public observances as they may deem proper, on, the inst., to commemorate the (here follows a statement of the object in view.)

Resolved, That the President be and he is hereby requested to order the national salute to be fired from the various forts throughout the country on, 18.., in commemoration of the

In response to such a request the President, through the Secretary of State, issues his proclamation as indicated in the resolution and defines the character of public observance.

FORMALITIES OF ADJOURNMENT. As the time for the final *adjournment* of the two Houses of Congress approaches, each House adopts a resolution to appoint a committee of two members to join a similar committee on the part of the other House "to wait upon THE PRESIDENT and inform him that unless he may have some further communication to make, the two Houses of Congress, having finished the business before them, are ready to adjourn." It is customary to appoint one person from each of the great political parties.

On the return of the committee to their respective Houses, and having announced that they had called upon THE PRESIDENT and that he had no further communication to make, the presiding officer at the appointed time rises, and after a few brief remarks, declares the body over which he presides, "*adjourned without day.*"

CALLING, AT THE CAPITOL, UPON A SENATOR OR REPRESENTATIVE. A visitor or other person in the city may *call* at the capitol during the hours of a session of Congress, upon a Senator or Representative after the morning hour, from 2 to 4 p. m., and send in a card bearing his own name and residence, and in the upper left hand corner: "For Senator,," or "For Representative,," as the case may be, and in the lower left hand corner: "*To pay respects,*" if that be the object. If the call be one of business it is not necessary to note the fact on the card. To the

former request a prompt and suitable reply may be expected. If the person be a constituent of the Senator or Representative he has a right to a favorable and prompt response to this act of courtesy. A sufficient ground for a failure to appear would be the fact that the Senator, or Representative, is managing a bill under discussion at the time, or is actually participating in the pending debate. In this case it would be courtesy for him to state the fact and fix a time when convenient to meet the party calling.

If the call be upon a Senator the person should proceed to the *ante-room* of the Senate, at the eastern end of the Senate lobby, and there hand his card to the officer in charge to be presented, and should be seated to await an answer. It is customary for the Senator to direct the messenger to show the parties into the Senator's reception-room, where he joins them.

If the call be upon a Representative the caller sends a card to the Representative he desires to see by the Doorkeeper at the door nearest which the Representative sits. This will be indicated at the main entrance to the hall of the Representatives. Owing to the throng of persons usually congregated in the corridors of the House, if there be no haste, a gentleman accompanied by ladies may take them to the ladies' gallery and leaving them return to the entrance to the floor and send in his card as above and await an answer. He can then suggest to the Representative the presence of his ladies in the gallery who desire to meet him. The Representative will either accompany him to the gallery or suggest where he will receive them.

Should a person wish to meet a Senator or Representative on account of admiration for his abilities, the same ceremony as "To pay respects" should be sufficient, but it would be better to send a card to a Senator or Representative from his own State, if acquainted, and ask a presentation either in person or by a card of introduction. This might prevent embarrassment or disappointment. It is not unusual for Senators or Representatives to receive friends or visitors at the Capitol before the hour of assembling of Congress, but there is uncertainty as to finding them. This is the time of day set apart for the business of committees or in the Departments. The chairman of a committee often receives his visitors before the meeting of the body of which he is a member in his committee room. Its location may be ascertained at the office of the Sergeant-at-Arms or from any of the Capitol Police or Doorkeepers.

Any person visiting the Capital, desiring to meet a Senator of his State at his *residence*, must call first, or leave a card. To meet a Representative of his District, if in social relations, at home, he should call or leave a card at the Representative's residence, giving address in the city. It is the duty of the Senator or Representative, or the ladies, if ladies are in the visiting party,

to promptly return the visit in person. Unless personally acquainted, it is more convenient for visitors to call during the receptions of the ladies of the families of Senators or Representatives on Thursdays or Tuesdays respectively from 3 to 5 p. m. if the parties receive. Leave a card with name and address at home and in the city and time of sojourn in the city, if limited. Such calls of constituents should be returned in person.

As Congress is made up of persons from all classes of society it would not be advisable in all cases to be governed by too rigid rules of etiquette respecting social obligations.

SOCIAL OBLIGATIONS. The *social obligations* attaching to the positions of a Senator or Representative are undefined. No more is required of them or their ladies than of any other persons in good society. There are many, however, who entertain handsomely at dinner or hold receptions, and contribute largely to the attractions of the Capital during the social season.

The *day* usually set apart for the Drawing Rooms of the ladies of Senators is Thursdays, and Representatives Tuesdays from 3 to 5 p. m. Any of these classes desiring to receive on the days named have but to make the announcement. The same rules govern here that govern in similar receptions elsewhere.

CEREMONIAL OCCASIONS. All ceremonial occasions in which Congress is the principal are under the direction of a Committee of Arrangements appointed by authority of a resolution adopted by the Senate or the House of Representatives, as the case may be, or a joint Committee of Arrangements authorized by joint resolution of the two Houses if under the direction of the whole body of Congress. All invitations to distinguished officials and personages to participate are issued in the name of the presiding officer of the branch charged with the ceremonies, or the officers jointly if under the direction of both houses of Congress.

The issue of cards of admission to the galleries of the Senate or House of Representatives on ceremonial or other extraordinary occasions is regulated by resolution of the body in charge or by joint resolution of Congress.

The general form of card is:

Counting the vote for President and Vice-President.

Admit the Bearer

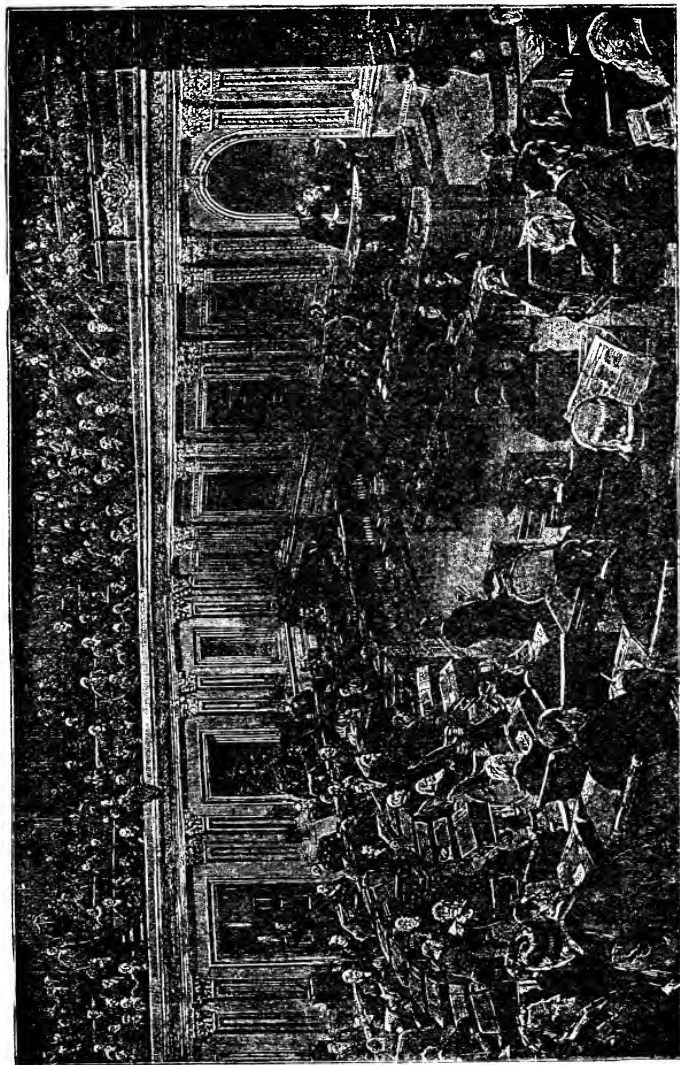
To the gallery of the House of Representatives.

(Number.)

(Date.) President of the Senate.

.....

Speaker of the House of Representatives.



THE SENATE OF THE UNITED STATES IN SESSION.

The ordinary form of card of *admission* to the private galleries to be obtained from a Senator or Representative is:

United States Senate Chamber,, 188..

Admit ,

To Reserved Gallery.

..... ,

U. S. Senator.

CEREMONIAL RELATIONS. Between the Executive and the Legislative branches of the Government there exist certain relations of a ministerial and ceremonial character, regulated by concurrent resolution to meet certain requirements of the constitution or statutory provisions. The most important of these is the counting and declaration by the President of the Senate in the presence of the two Houses of Congress, of the official returns of the Electoral College of the United States in the choice of THE PRESIDENT and *Vice-President*, and their formal installation.

The forms of notification of election and installation of THE PRESIDENT and *Vice-President* were instituted by the first Congress, and have since been maintained with little variation, other than some elaboration of detail. The President and Vice President elect, having been officially notified by the Senate by certificates of election, presented by a member designated for that purpose, arrive at the Capitol a few days before the fourth day of March. They are generally accompanied on their journey by a few personal friends, and not unfrequently The President is also attended by a body of citizen soldiery acting as escort.

A joint committee of three members of the Senate and five members of the House of Representatives, under the precedent of the Congress of 1789, is appointed to meet The President-elect in the name of Congress upon his arrival at the Capital, and to escort him without form to his residence.

A committee of two Senators and three Representatives waits upon the Vice-President at his residence and congratulates him upon his arrival.

CEREMONIES OF INAUGURATION. The ceremonial procession attending the progress of The President-elect to the Capitol to take the oath of office has been mentioned in connection with the President. The ceremony attending the administration of the oath of office required by the Constitution, which was established by a joint committee of arrangements of the first Congress, and with the exception of the arrangements being in charge of the Senate and attended with some elaboration of details, is practically the same.

About ten days before the time designated by the Constitution for the inauguration of THE PRESIDENT, the Senate, by resolution, authorizes suitable

preparations to that end, and directs the appointment of a committee of arrangements, consisting of two Senators from the majority and one from the minority. This committee having determined upon the order of arrangements makes the same public for the information of those concerned.

The Sergeant-at-arms of the Senate is charged with the execution of the arrangements, as follows :

The Capitol during that portion of the day preceding the inaugural ceremonies is closed to the public, and is in charge of the committee of arrangements, composed of Senators entrusted with the inaugural ceremonies.

All horses and vehicles, except used in conveying persons to the east door of the north wing of the Capitol, are excluded from the Capitol Park.

Entitled to the Floor. The doors of the Senate Chamber are opened at 11 o'clock a. m., for the admission of Senators, and others, who, by the arrangement of the committee, are entitled to admission as follows :

Ex-Presidents and ex-Vice-Presidents.

The Chief Justice and Associate Justices of the Supreme Court.

The Heads of Departments, the Diplomatic Corps, ex-members of either branch of Congress and members of Congress-elect.

Officers of the army and navy, who by name have received the thanks of Congress.

Governors and ex-Governors of States, and Commissioners of the District of Columbia.

Seats on the Floor. Seats are placed in front of the Secretary's table for THE PRESIDENT, and on his left for the Committee of Arrangements. The seats for ex-Presidents and ex-Vice Presidents, the Chief Justice and Associate Justices of the Supreme Court are placed on the right of the Chair.

The Diplomatic Corps occupy seats on the right of the Chair, next to the Supreme Court.

The Heads of Departments occupy seats on the left of the Chair.

Officers of the army and navy who, by name have received the thanks of Congress, Governors and ex-Governors of States, occupy seats on the right of the main entrance.

Ex-members of the House and members-elect enter the Senate Chamber by the main entrance, and occupy seats on the right of the Chair, in rear of the Diplomatic Corps.

ARRIVAL AT THE CAPITOL. At 11 o'clock the inaugural procession having reached the Capitol, THE PRESIDENT and the *President*-elect, accompanied by two members of the Committee of Arrangements, proceed

in a carriage to the east door of the Senate wing of the Capitol, and entering there, proceed to the President's room.

The Vice-President elect, who is accompanied to the Capitol by a member of the Committee of Arrangements, is conducted at the same hour to the Vice-President's Room.

The Diplomatic Corps assembles in the marble room, and thence proceed in a body to the Senate Chamber.

The Justices of the Supreme Court and the Diplomatic Corps should enter the Senate Chamber a few minutes before the President.

THE GALLERIES. The *gallery* immediately at the left of the Diplomatic gallery is reserved for Assistant Secretaries of Departments, and the Assistant Postmaster-General, the Assistant Attorney-Generals, and the Judge Advocate General; heads of bureaus of the War and Navy Departments; the Comptrollers, Auditors and Register of the Treasury; the Solicitors of the several Departments; Treasurer, Commissioners, Judges of the Federal Courts, and the Supreme Courts of the several States. *Cards*, securing admission for these gentlemen to the building and the gallery reserved for their occupancy, are furnished by the Sergeant at-Arms.

The Diplomatic gallery is reserved for the families of the Diplomatic Corps.

The families of THE PRESIDENT, the President elect and Vice-President and Vice-President-elect, and of ex-Presidents and ex-Vice-Presidents occupy seats directly to the right of the Diplomatic gallery.

All the foregoing enter at the east door of the Senate wing of the Capitol on the lower floor.

The other *galleries*, with the exception of the Reporters' gallery, are thrown open to ticket holders, who enter the Capitol by the bronze doors of the Senate wing and the north door of the Senate wing, which are opened at 11 o'clock precisely.

ASSEMBLING OF THE SENATE. The Senate assembles at 12 o'clock.

The Senate being ready for his reception, THE PRESIDENT is introduced by the Committee of Arrangements to the seat prepared for him in the Senate Chamber. The assemblage should rise as the Chief Magistrate of the Nation enters.

The Vice President elect is accompanied to the Senate chamber by the Committee of Arrangements, and is greeted at the main door by the President of the Senate, who receives him with an address of welcome. The Vice President-elect is then conducted to the chair, before entering which he takes the oath of office administered by the Presiding Officer of the Senate. He then for-

mally addresses the Senate, after which he administers the oath to such Senators elect as present themselves for that purpose.

The form observed by the first Senate, in 1789, was as follows: On meeting the *Vice-President* on the floor of the Senate chamber, the President *pro tempore* of the Senate addressed him:

SIR: I have it in charge from the Senate to introduce you to the chair, and also to congratulate you on your appointment to the office of Vice President of the United States of America.

The President *pro tempore* of the Senate then conducted the Vice-President to the chair, when the Vice-President addressed the Senate in a few appropriate remarks. His form of salutation was: "Gentlemen of the Senate." * * *

After the completion of the organization of the Senate, the Committee of Arrangements, preceded by their chairman, wait upon the President-elect in the President's room and conduct him to the main door of the Senate chamber, where he is received by the *Vice President*, who attends him to the chair. The *Vice-President* having informed the President-elect that the Senate and those assembled are ready to attend him to take the oath required by the Constitution, the President-elect indicates his readiness to proceed.

The Inaugural Procession. Those assembled in the Chamber then proceed to the platform on the central portico of the Capitol in the following order:

The Marshal of the Supreme Court.

Ex-Presidents and ex-Vice-Presidents

The Chief Justice and Supreme Court of the United States.

The Sergeant-at-Arms of the Senate.

The Committee of Arrangements.

THE PRESIDENT and the President-elect.

The *Vice-President* and the Secretary of the Senate.

The members of the Senate.

The Heads of Departments.

The Diplomatic Corps.

Ex-members of the House of Representatives and members-elect of the new Congress.

Governors of States.

And other persons who have been admitted to the floor of the Senate Chamber, and to the reserved seats at the left of the Diplomatic gallery.

On reaching the portico, THE PRESIDENT and the President-elect take the seats provided for them on the front of the platform, the Chief Justice of the United States on their right, and the Sergeant-at-Arms of the Senate on their left. The Committee of Arrangements occupy a position in the rear.

Next in the rear of these, ex-Presidents and ex-Vice-Presidents, and Associate Justices of the Supreme Court, occupy the seats on the left, and the Vice-President, Secretary, and members of the Senate those on the right.

The Diplomatic Corps occupy the seats next in the rear of the Supreme Court, and the Heads of Departments, Governors and ex-Governors of States, ex-members and members-elect of the House of Representatives, in the rear of the members of the Senate.

Such other persons as are included in the arrangements occupy the steps and the residue of the portico.

THE OATH OF OFFICE. All being in readiness, the President-elect takes a position in front, and the Chief Justice, wearing his Judicial robes, advances towards him. The Clerk of the Court bearing a Bible purchased by the Court for the occasion, takes position opposite THE PRESIDENT-elect. The Chief Justice standing in the rear of the two and facing the assemblage of the people, repeats the oath or affirmation required by the Constitution before "he enters upon the execution of his office," to which THE PRESIDENT yields acknowledgment by kissing the Bible. The Chief Justice turning to THE PRESIDENT bows and extends his hand, which THE PRESIDENT receives. In the early administrations the Chief Justice followed the administration of the oath by the proclamation "Long live, President of the United States." During this ceremony all heads are uncovered, and at its close the Clerk of the Court retires with the Bible, which is usually presented to a member of the President's family.

After a brief pause, THE PRESIDENT advances to the front of the portico and in the presence of those assembled delivers his inaugural address.

Conclusion. On the conclusion of these ceremonies the members of the Senate, preceded by the Sergeant-at-Arms, Vice-President and Secretary, return to the Senate chamber, and THE PRESIDENT, accompanied by the Committee of Arrangements, proceeds to the reviewing stand, on Pennsylvania Avenue in front of the Executive Mansion, where he reviews the procession on its return march, and thence to the President's house, or his temporary residence in the city. (*See The Executive—Inauguration.*)

The remaining persons assembled withdraw.

Should the weather prove unfavorable the ceremonies take place in the Senate Chamber.

At the second inauguration of President Washington, he having notified the Senate that he proposed to take the oath of office on the following Monday, March 4, in the Senate chamber, the different officials were informed to that effect. On the day appointed the President came to the Senate and took

his seat in the chair "usually assigned to the President of the Senate" The latter officer occupied a seat on the President's right and in advance of him and the Chief Justice on the President's left also in advance. The doors of the Senate chamber were then opened and the Heads of the Departments, Foreign Ministers, the Representatives and other spectators entered and were seated. The President of the Senate arose, and addressing the President, said: Sir: One of the judges of the Supreme Court of the United States is now present and ready to administer to you the oath required by the Constitution to be taken by the President of the United States. The President then delivered a brief address, after which the Chief Justice administered the oath. The President then withdrew and the spectators dispersed.

OBSEQUIES. Upon the *death* of the *Vice-President* of the United States, or a member of either House of Congress, while in session, a Senator or a colleague of the deceased, or if none be present, a Senator or Representative from an adjacent State, rises in place and having addressed the Chair, makes the *announcement* of the fact in a few appropriate remarks, and offers a series of suitable *resolutions*.

To these are added resolutions providing for the appointment of a *committee* "to take order for superintending the funeral and to escort the remains of the deceased to their last resting place;" requiring the transmission of a copy of the resolutions to the family of the deceased and declaring the Senate (or House) *adjourned* "as a mark of respect to the memory of the deceased." The presiding officer of the body, in which the death has occurred, before announcing the result names the committee of arrangements.

The resolutions with the names of the members selected to accompany the remains appended are immediately conveyed by the Secretary, or the Clerk, as the case may be, to the other branch, when the chair receives them and directs them to be read. A Senator, or Representative, as the case may be, of the same State, if practicable, rises, addresses the chair and offers resolutions expressing the profound sensibility with which the message of the *Senate (or House)* announcing the death of Hon., a from the State of, is received; they provide in appropriate terms that the concur in the resolutions adopted by the, and that the presiding officer appoint a committee of..... to escort the remains of the deceased in conjunction with the committee on the part of the, as provided in said resolutions.

These resolutions having been concurred in, the chair announces the names as provided; after which the Senator or Representative proposing the resolution moves to adjourn.

The committee of arrangements usually numbers seven members. The joint committees of the two Houses usually number from three to seven members

To the Capitol. The following is the order of proceedings when the remains are taken to the Capitol:

The order of proceedings for the funeral of the Hon. late a Senator from the State of (or Representative in Congress from the district of the State of)

The committee of arrangements and pall bearers, attended by the Sergeant-at-Arms of the Senate, (or House of Representatives,) with the President of the Senate, (or Speaker) Chaplain and Secretary, (or Clerk) Senators and Representatives from the State of, accompanied by their families and mourners, will assemble at the late residence of the deceased, No. street, on, at o'clock, and attend the remains of the deceased to the Hall of the, where the funeral services will take place at o'clock.

At the conclusion of the services the remains will be removed in charge of the committee of arrangements and pall-bearers, accompanied by the members of the Senate and House of Representatives, to

WASHINGTON, 18....

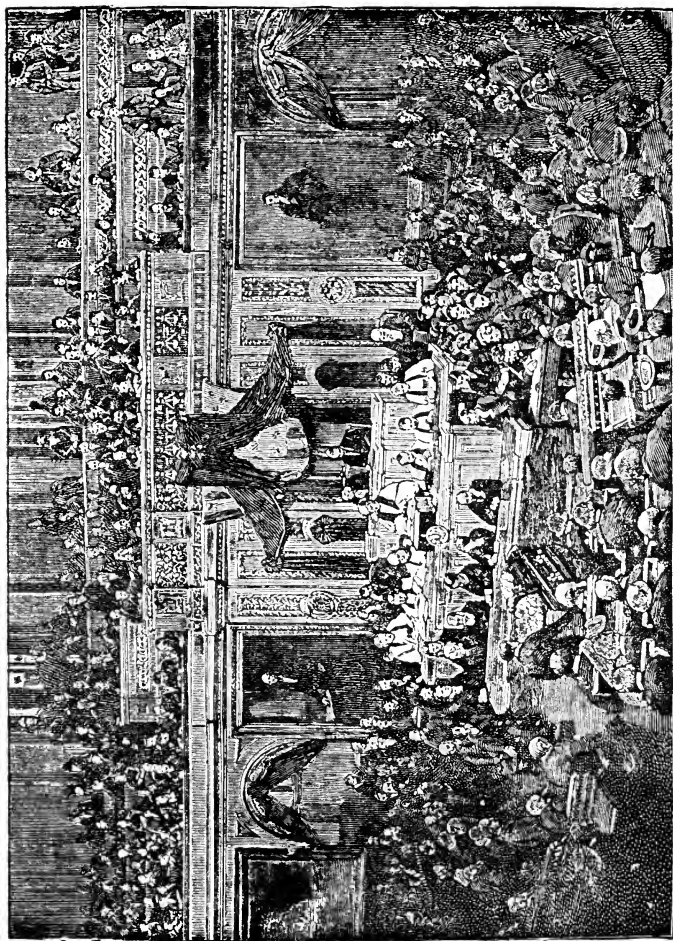
General Observances. The obsequies of a Senator or Representative dying during the sitting of Congress, is in charge of the House of which the deceased was a member. On the casket is placed a plate bearing the arms of the United States and the name, age and time of death of the deceased.

When the services are held at the Capitol the casket, containing the remains, covered with a velvet pall and accompanied by the pall-bearers, wearing white silk scarfs, is conveyed to the Hall of the body of which the deceased was a member and placed in the area in front of the Presiding Officer's desk. The Hall and desk of the deceased are draped in mourning during the ceremony. The chaplain or other officiating clergyman, after appropriate services, delivers a funeral address. The obsequies at the Capitol are usually attended by THE PRESIDENT and other high officers of the Government.

After the ceremony the funeral procession forms and proceeds to the place of interment or to the railway station, where a special car is in waiting to convey the remains and funeral party to the place of final interment.

Obsequies at the Residence. If the funeral services are held at the late residence of the deceased the form of ceremonies is that for any other citizen, the committees of the two Houses representing the two Houses.

In event of the death of a Senator or Representative who had filled the post of Cabinet minister, the minister of that Executive Department directs



FUNERAL SOLEMNITIES UNDER THE AUSPICES OF CONGRESS IN THE HALL OF REPRESENTATIVES. (125)

that public business be suspended on the day of the funeral, that the building be draped in mourning for thirty days, that the flag be displayed at half staff, and other funeral honors incident to that branch of the Executive Departments be observed.

The length of adjournment of the branch of which the deceased was a member is governed by the condition of business, but customarily it lasts until the remains leave the city or until after interment, if made in the city.

The *flags* over the Capitol are placed at half staff during all sessions until after the interment of the remains.

JOINT OBSEQUIES BY CONGRESS. The form supposes the obsequies to take place in the Hall of the Representatives. If in the Senate the same form would be observed, only changing terms.

The Senate and House meet according to the order of arrangements. Being called to order by the presiding officer, the chaplain opens with prayer. The reading of the journal, on motion, is dispensed with. At the appointed hour the Clerk of the House appears at the bar of the Senate and delivers the following message:

Mr. President, I am directed by the Speaker to inform the Senate that the House of Representatives is now in session and ready to receive the Senate.

THE PRESIDENT OF THE SENATE. Pursuant to order, the Senate will now proceed to the Hall of the House of Representatives to attend the funeral of the

The Senate, preceded by its Sergeant-at-Arms, proceeds to the Hall of the House of Representatives.

The meeting in joint assemblage. About twenty minutes before the appointed hour the Senate should appear at the main door of the House. The Doorkeeper announces the Senate of the United States. The President of the Senate is escorted to a seat beside the Speaker's chair.

As the several invited bodies and individuals, in proper order, enter they are ushered to the seats assigned to them.

At the opening hour the casket is brought in, accompanied by the officiating clergymen and pall bearers.

The funeral service, conducted according to the ritual of the church of the deceased, then begins.

Order of Proceedings. The following form of proceedings, agreed upon by the joint committee of the two Houses of Congress, is printed by the committee for information and the regulation of the occasion:

The ceremonies will be under the control of the Bishop, or

Rev., of the Church, will conduct the religious ceremonies, and will be assisted by Rev., of the Church.

Both Houses of Congress will assemble at their Hall at 11:30 o'clock. On notice from the Speaker of the House of Representatives, the Senate will proceed to the House in a body.

The Diplomatic Corps will assemble in the and the President and Cabinet in the room of the Committee on, and from there will join the procession.

Funeral Procession.—The funeral procession will arrive at the east front of the Capitol, and enter through the east entrance of the Rotunda and be met there by the joint committee of Congress. The procession will then be formed, under the direction of the [Secretary of the Senate, or Clerk of the House, or Marshal of the Supreme Court,] in substantially the following order: Officiating Clergymen. Committees of both Houses of Congress. Casket containing the remains. Senators or Representatives or Justices of the Supreme Court as pall-bearers, with messengers of the Senate or House or Supreme Court as body-bearers. Family and relatives of the deceased. President of the United States and members of his Cabinet. The commanding General of the Army and Admiral of the Navy. Diplomatic Corps. Here also enumerate other invited bodies or committees in their order.

Entering the Hall.—On entering the Hall of the Representatives the different bodies will be conducted to the seats reserved for them. The casket will be placed directly in front of the Clerk's desk, and the family and relatives will occupy seats on each side thereof and near thereto. Those assembled will rise.

This order then gives the assignment of seats to the different bodies.

At the conclusion of the service the casket is removed, preceded by the joint committee of the two Houses of Congress, followed by the body to which the deceased belonged. The President and his Cabinet. The Justices of the Supreme Court. The General of the Army and Admiral of the Navy. The members of the Diplomatic Corps. The Senate and other invited bodies. The House, after all have retired, immediately adjourns. The visiting House having returned to its hall, also immediately adjourns.

EULOGIES. It is customary before the adjournment of The Congress to set apart a portion of a session to memorial exercises, consisting of the adoption of resolutions, and pronouncing of eulogies in memory of the deceased. The first eulogy, when practicable, is by a colleague from each party, but in all cases by those who were most intimate with the deceased.

INVITATIONS. To prevent confusion and overcrowding, invitation, or cards of admission are issued by each House of Congress for special occasions.



Anne L. Norton.

WIFE OF THE 22 VICE-PRESIDENT OF THE UNITED STATES. (128)

THE VICE-PRESIDENT.

Next to THE PRESIDENT in the order of precedence in the official and social scale at the seat of Government, is *The Vice-President*.

CONSTITUTIONAL STATUS. The Vice-President of the United States is chosen at the same time and by the same methods and for the same term as the PRESIDENT. He is the constitutional heir apparent to the executive office.

CONSTITUTIONAL POWERS. He is the constitutional first officer of the legislative branch of the Government. "The *Vice-President* of the United States shall be President of the Senate, but shall have no vote, unless they be equally divided." *Constitution of the United States, Article I, Section 3.*

Under authority of the Constitution he presides over the meeting of the two Houses of Congress for the counting of the electoral votes for President and Vice-President, opens the certificates of said vote from the States of the Union and proclaims the result.

SOCIAL STATUS. The Vice-President of the United States, who is an officer provided by the Constitution to compass the contingency of a vacancy in the Executive office, during the time of his Presidency of the Senate, is entitled to the social recognition of the constitutional head of the highest body of the second co-ordinate branch of the Government.

TITLE AND ADDRESS. The *official title* of this officer is *The Vice-President*, and nothing else. In presentations it is The Vice-President of the United States. If addressed in conversation it is Mr. Vice-President.

The use of any other title, except by a close friend, would be improper, and even in this case it would not be best form.

All official communications are addressed, *To the Vice-President*, or, as the chief officer of the Senate *To the President of the Senate*. In correspondence of a personal nature the address should be,, Vice-President of the United States, without prefix of title.

THE VICE PRESIDENT'S OFFICE. The Vice President occupies official quarters in the Capitol at the East end of The Senate Lobby, and convenient to the Senate Chamber. He has no stated *official hours*. During the Congressional season he is usually in his office from 10 A. M. until

12 M., and from 12 M., as a rule, in the Chair presiding over the deliberations of the Senate, when in session, until the hour of adjournment. When in his office at any time, he receives by card, which will be handed in by the usher at the door. The Vice-President does not receive while in the Chair, but he may indicate when convenient to do so.

CARD. The formal card of the Vice-President is: THE VICE-PRESIDENT.

CEREMONIAL AND SOCIAL DUTIES. The *Vice-President* pays a visit of ceremony to the President immediately after the assembling of Congress in December of each year. He also calls on New Year's and Independence days if in the city. He receives a formal visit from the Chief Justice and Associates of the Supreme Court as soon as practicable after the assembling of the Court, which he returns in person upon the Chief Justice, and in person or by card upon the Associates. He is entitled to the first visit of ceremony from all others, which he may return in person or by card. Upon all ceremonial or official occasions he appears at the head of the Senate.

At a formal dinner party, or upon any other occasion where the representatives of the three co-ordinate branches of the Government appear together, *The Vice-President* takes the second place in order of precedence, being preceded only by THE PRESIDENT.

The *ladies* of the Vice-President's family receive on stated days, usually Thursdays, from 3 to 5 p. m., during the season. The Vice-President also holds card receptions. The forms of invitations and ceremonies are the same as for other receptions.

The wife of the Vice-President or presiding lady of his family occupies the second place in the social scale, and next to the chief lady of the Executive household.

For general official powers, honors and obsequies, see *The Congress*.

PRESIDENTIAL SUCCESSION. The induction of the *Vice President* into the Executive office is attended with no public display. (*See Presidential Succession. The President.*)

OBSEQUIES. The funeral ceremonies on the death of the *Vice President* are the same as for a Senator. THE PRESIDENT also announces the sad event by official publication through the Secretary of State; directs all public business to be suspended on the day of the funeral and orders the flags on public buildings, forts, naval stations and vessels to be displayed at half staff until after the funeral. On the death of an ex-Vice President the flags on all public buildings are placed at half staff.

THE PRESIDENT PRO TEMPORE OF THE SENATE.

In the President *pro tempore* of the Senate is vested the constitutional residuary right of presiding officer of the Senate, chosen by the Senators from one of their own number.

CONSTITUTIONAL STATUS. The President *pro tempore* of the Senate exercises his constitutional powers and is entitled to the prerogatives and precedence of rank under constitutional provisions.

"The Senate shall choose * * * , and also a *President pro tempore*, in the absence of the Vice-President, or when he shall exercise the office of President of the United States"—*Constitution of the United States, Article I, Section 3*

In event of a vacancy in the Vice-Presidential office, the *President of the Senate pro tempore* enjoys all the privileges and prerogatives of the Vice President, except the title and right of succession to the office of President. The title belongs exclusively to the individual upon whom legally conferred, and during the time only that he holds the office.

PRECEDENCE AND SOCIAL RELATIONS. The *President pro tempore* is not only entitled to all the powers and prerogatives, but also to the social rank appertaining to the Vice-President as President of the Senate when performing the duties of the same in event of a vacancy in the office of Vice-President.

In the scale of official dignities he would then hold second place.

The same rule applies to the wife of the President *pro tempore* of the Senate, or the presiding lady of his family.

TITLE. The President *pro tempore* of the Senate retains the title of a Senator. His position does not change his relations to the Senate, as he holds his office subject to its will.

The President of the Senate *pro tempore* is addressed as such in all official communications, when presiding over the Senate, on account of a vacancy in the Vice-Presidential office. He has no right, however, to the title of Vice-President.

Also, see *The Vice-President* for special ceremonial and social duties, honors, and obsequies. Also, see *The Senators*.

The importance of the presiding officer of the Senate in the scale of dignities was shown in the deliberations of the convention of 1787, which proposed that officer as the president of the negatived Executive and Privy Council of THE PRESIDENT. In this relation he was placed ahead of the Chief Justice.

THE SENATORS.

The members of the upper branch of Congress hold the relation to the theory of the National compact, of Ambassadors at the seat of Government, chosen by the Legislatures of the quasi sovereignties of the Union to represent the body politic.

PRECEDENCE. The Senate being a continuous body and a Senator occupying a sort of ambassadorial rank from a State of the Union, holding certain sovereign rights, naturally falls in line in the scale of official and social precedence in the fourth place or immediately after the chief officers representing the three co-ordinate branches of the Supreme Government.

The order of precedence of Senator's from the same State, being two, is seniority of consecutive service in the Senate. The arrangement of Senators in the calling of the roll in the transaction of the business of the Senate is alphabetical. By courtesy special precedence on ceremonial occasions is accorded to Senators of exceptional length of service.

POWERS AND DUTIES. The Senator's exercise executive, legislative, and judicial powers in certain cases defined in the Constitution.

Their concurrence in all legislative measures of the House of Representatives is required to make them laws.

They have sole power as a high court of impeachment to try all impeachments, including the President of the United States.

They ratify all treaties.

They confirm all Ambassadors, other public ministers and consuls, judges of the Supreme Court and all other officers of the United States not otherwise provided for by the Constitution and established by law.

Originally the Senate performed in a measure the functions of an Executive Council. Since the administration of Jefferson, intercourse between the Executive and the Senate has been by written communications. See *The Congress, Opening of Congress* and *Executive Communications*.

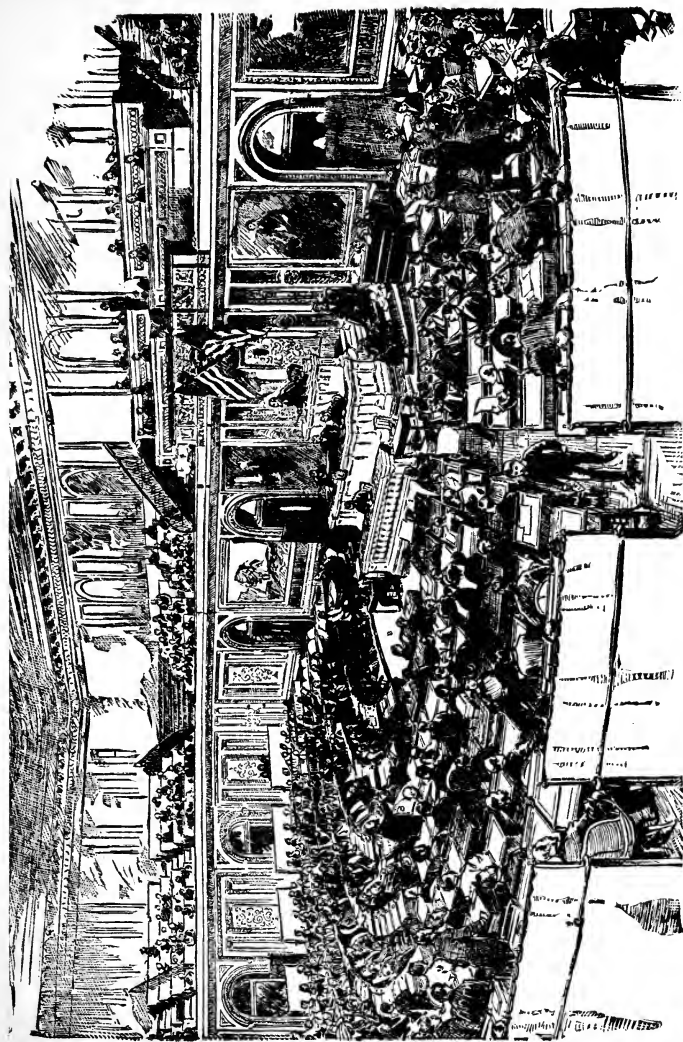
The Senate performing certain executive functions, it was not unusual for the first President to confer with that body in person. Upon such occasions he notified the Senate of his proposed presence in the following form :

"Gentlemen of the Senate:

"THE PRESIDENT of the United States will meet the Senate in the Senate Chamber at half-past eleven o'clock to-morrow, to advise with them on the terms of the treaty to be negotiated with the Southern Indians.

NEW YORK, August 21, 1789.

GEO. WASHINGTON.



THE HOUSE OF REPRESENTATIVES OF THE CONGRESS OF THE UNITED STATES IN SESSION. (133)

Upon these occasions THE PRESIDENT was attended by a member of his Cabinet, took the chair; laid the statement before that body in person and participated in the discussion.

The *Salutatory* title of a member of the Senate, is Mr. Senator, or Senator. The latter style being less formal, should only be used by personal acquaintances. It is proper to address a Senator by any title to which he may have a right, if of approximately equal rank. This is, however, not the best form. The right to the title of Senator expires with retirement from the Senate. In receiving an introduction, the style is, Mr., a Senator of the United States from

The *official or formal* style of address of a *Senator* in a communication is, Hon., Senator of the United States, and his place of residence.

Or, if at the capital, during the sittings of Congress:

Hon., Senate of the United States.

CARDS. The form of cards of Senators is, Senator or
.....

U. S. Senate.

OFFICIAL AND SOCIAL DUTIES. The *Senators* make the first call on THE PRESIDENT, *The Vice-President* and *The Chief Justice* and Associates, upon the assembling of Congress in December. They receive the first call from all others. They return all calls by card or in person. Also, see *The Congress for courtesies, honors and obsequies*.

The wives of Senators, or presiding ladies of Senators families, hold the same place in the social scale in their relations with other ladies, according to rank.

THE SPEAKER.

The constitutional presiding officer of the popular or representative branch of Congress is *The Speaker*.

PRECEDENCE. The speaker chosen from the list of Representatives takes the fifth place in the order of constitutional dignities and precedence. His authority and duties are confined to the body over which he presides. Unlike a Senator he exercises no authority in conjunction with the Executive; his duty being purely legislative.

FORM OF ADDRESS. In addressing *The Speaker* of the House of Representatives it is proper to say Mr. Speaker.

In the first Congress The President of the Senate, not knowing how to direct a letter to the Speaker, called on the House for information. After some contest the question was put in the House whether the Speaker should be styled Honorable, which was passed in the negative. He is, therefore, simply "The Speaker."

In official communications the form of address is,

To the *Speaker* of the House of Representatives.

If the communication partake of a personal character, it should be addressed, Hon., Speaker of the House of Representatives.

This form is only proper for communications addressed to the Speaker in his official capacity at Washington, concerning affairs of the House.

All communications addressed to him in his representative capacity, should be the same as for any other Representative in Congress.

SOCIAL DUTIES. The *Speaker* of the House of Representatives calls in person upon THE PRESIDENT, *The Vice President* and *The Chief Justice* upon the assembling of Congress in December. He also makes the *first call* upon Senators, and receives the first call from all others, which he returns by card or in person.

The same rule applies to the ladies of his family towards other ladies.

The *Speaker* also gives evening receptions by card, and his Lady receives on a stated day, usually Tuesdays, from 3 to 5 p. m. The entertainment of officials or members of Congress at dinner parties is optional. The Speaker receives on New Year's day, and cards left then, as a rule, will with discrimination be recognized by an invitation to an evening reception if given.

For courtesies, honors and obsequies see *The Congress*.

THE REPRESENTATIVES.

The Representatives are the constitutional depositaries of the delegated sovereignty of the people, chosen by constituencies defined by Congress.

POWERS. They have the sole power of impeachment to be tried by the Senate. They originate all bills for raising revenue or making appropriations for the common defence, support of the Government and general welfare of the United States, subject to concurrence or amendment of the Senate. And exercise concurrently with the Senate all the powers conferred by the Constitution on Congress.

PRECEDENCE. The Representatives occupy the sixth place in the scale of constitutional dignities. They represent a constituent fraction or quota of the body of the people in the exercise of fundamental legislative powers

STYLE OF ADDRESS. The formal style of addressing a Representative in conversation is, Mr. Representative, or in introductions, Mr., a Representative from the State of It is customary and preferable to address a Representative by such title of rank, or profession, as belongs to him by virtue of other services, always using the highest.

The formal style of addressing a *Representative* in Congress, in a communication, is

Hon., Representative from, and his place of residence; or, if at the capital during the sittings of Congress,

Hon., House of Representatives.

CARDS. The cards of Representatives simply give the name, as Mr., Representative from

DUTIES OF ETIQUETTE AND SOCIETY. A *Representative* calls upon THE PRESIDENT during the first ten days after the assembling of Congress and on New Year's day. Also upon *The Vice President* and *Chief Justice*, Senators and the Speaker, soon after the assembling of Congress, and receives the first call from all others, which he returns by card or in person.

The wives of the Representatives, or the ladies of their families, follow the same rule in regard to their social duties. They also, in many cases, have a day at home, usually Tuesdays from 3 to 5 P. M. (*See The Congress.*)

The Judiciary.

WHEN the three co-ordinate branches of the Government act together in matters of a ceremonial nature, the *Judiciary* takes the third place.

CONSTITUTIONAL STATUS. The Supreme Court of the United States is a component part of the frame of government, by specific constitutional designation.

“The *Judicial power* of the United States shall be vested in one Supreme Court, and in such inferior courts as the Congress may from time to time ordain and establish.”—*Constitution of the United States, Article III.*

STATUTORY PERSONNEL. The Court was given its statutory organization in the Judicial establishment by act of 1789. Its Justices were nominated to the Senate and confirmed the same year, and the line of succession of chiefs and associates has come down unbroken.

The Supreme Court shall consist of one “Chief Justice of the United States” and [eight] associates. (*Revised Statutes.*)

JUDICIAL PRECEDENCE. Various legislative enactments have designated the grades of Judicial office under the United States, as follows:

1. *The Chief Justice* of the United States.
2. The Associate Justices of the Supreme Court of the United States in the order of seniority.
3. The Circuit and District Judges of the United States.
4. The Chief Justice and Associates of the Supreme Court of the District of Columbia and of the Territories of the United States.
5. The Chief Justice of the Court of Claims.
6. The Judges of the Court of Claims.

On a National statutory judicial commission, the members of the Judiciary would naturally be given the place of precedence for that specific duty. In the establishment of the Electoral Tribunal of 1877, the Senate and the House of Representatives recognized this order by legislative enactment, the Justices of the Supreme Court being given precedence. The senior Justice was declared the presiding officer of the Tribunal, and during proceedings sat with two of his associates on either side, and the five Senators in turn sitting on their right and the five Representatives on their left.

COURT PRECEDENCE. 1. The *Chief Justice*. 2. The Associate Justices in the order of seniority of commission.

The officers of the Court in their order: The Clerk of the Court and Deputy Clerk. The Marshal and Assistant Marshals. The Reporter. The Supreme Court on all ceremonial occasions is accompanied by its officers.

The same order is observed with respect to the officers of inferior courts of the United States.

THE ROBES. The Justices of the Supreme Court of the United States during their sittings on the bench and on all ceremonial occasions in the exercise of certain duties they wear their robes of office.

FORMS OF ADDRESS. The *titles* used in addressing members of the Supreme Court in conversation are Mr. Chief Justice, and for the Associate Justices, Mr. Justice It is not uncommon to use the title Judge as applied to a member of the Supreme Court. While not improper the title Justice is better. The title Judge belongs to the judicial officers of all tribunals below the Supreme bench.

In *correspondence* the form of official address is *To the Chief Justice*. If the communication be of a personal nature, the address may be Mr. Chief Justice It is not proper to use the form Hon., Chief Justice of the Supreme Court of the United States.

The form of address of the other members of the Court is Mr. Justice Other judicial officers of the United States courts are addressed: Hon., Judge of the

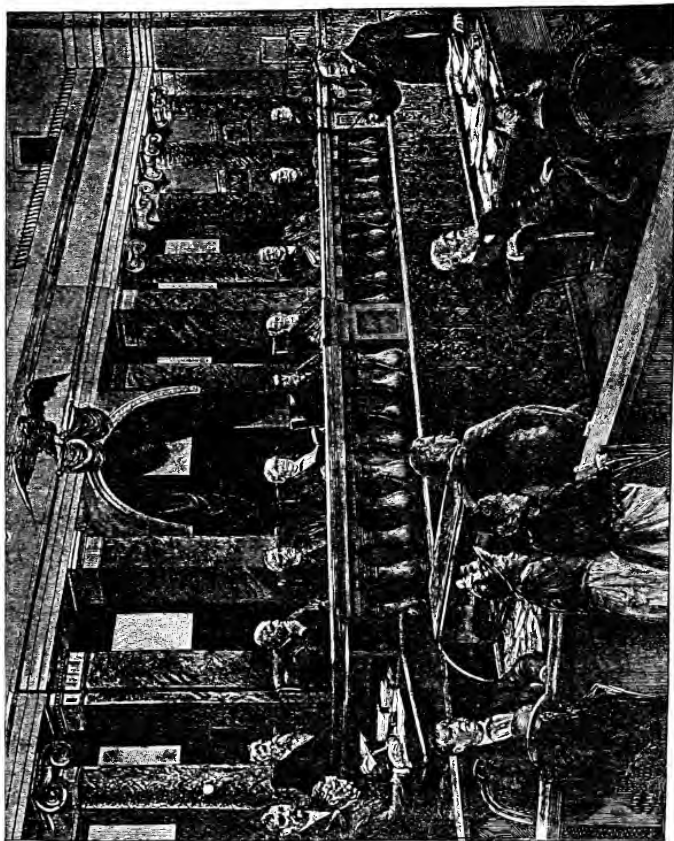
CEREMONIAL ETIQUETTE. The Chief Justice and Associates on the first day of the assembling of the Court each year, after organizing and announcing the call of the Docket next day, immediately adjourn, in order to make a call of ceremony, in a body with their officers, to pay their respects to THE PRESIDENT, if in the city, at the Executive mansion.

The members of the Court then make a call on the *Vice-President* at the Capitol, on the same day, if that officer be in the city. If not they leave a card at his official place as a recognition of the chief of the second great coordinate branch of the Government. This call does not include the President *pro tempore* of the Senate, unless in the exercise of the functions of the office of President of the Senate.

The Chief Justice and Associate Justices accompanied by their ladies and the officers of the Court, call upon the President on New Year's day.

They are also included in all state ceremonials under THE PRESIDENT or *The Congress*.

The Justices among themselves, within the first week of the term, call upon the Chief Justice, and each Associate Justice in turn calls first upon his senior. These calls are returned in person in the order in which received. They also return calls of ceremony or etiquette, from officials or private citizens, en-



THE SUPREME COURT OF THE UNITED STATES IN SESSION.

titled to make them, in person or by card. In official courtesies extended to the Supreme Court as a body its officers are included. At a ceremonial dinner given by the Attorney General to the members of the Court, invitations are usually sent to its chief officers.



Mary C. Grover Fuller

WIFE OF THE EIGHTH CHIEF JUSTICE OF THE UNITED STATES.

THE CHIEF JUSTICE.

The *Chief Justice* of the United States takes rank third in the order of constitutional dignities, being the head of the third co-ordinate branch of the Government.

CONSTITUTIONAL TITLE. There has, at times, been some difference as to the proper title of the *Chief Justice*.

The specific Constitutional designation of the office, is in the provisions for the trial of the President of the United States by the Senate, under articles of impeachment, "When the *Chief Justice*," inferentially of the United States, "shall pres'de."

HISTORIC PRECEDENTS. President Washington nominated, 1789, John Jay, and 1795, John Rutledge, "to be Chief Justice of the Supreme Court of the United States." The Senate, in their Executive Journal, referred to the nomination of the latter as "The Chief Justice of the United States." Washington, 1796, changed the title by nominating Oliver Ellsworth, "to be Chief Justice of the United States." President Adams, 1800, nominated John Jay, declined, and 1800, John Marshall, "to be Chief Justice of the United States." President Jackson, 1835, nominated Roger B. Taney, Lincoln, 1864, S. P. Chase, and Grant, 1874, M. R. Waite, "to be Chief Justice of the Supreme Court of the United States." President Cleveland, 1888, nominated M. W. Fuller "to be Justice of the United States." Chief Justices Chase and Waite signed certain papers with their proper title as First officer of the National Judiciary.

The statutory enactment of April 10, 1869, determined the question of title, by designating it as "Chief Justice of the United States."

INVESTITURE OF THE CHIEF JUSTICE. The ceremony of investiture of a Chief Justice with the robes of office is executed in the following form:

On the day designated for the purpose, The Associate Justices of the Court, in their robes, enter their chamber and observe the usual forms of meeting. The prospective Chief Justice takes a seat at the clerk's desk. The Senior Associate Justice rises, and announces from the bench, that the commission of as Chief Justice of the United States had been received, which he directs the Clerk of the Court to read. At the close of the reading, the Clerk administers the oath of office to the Chief Justice, or the Chief Justice reads and subscribes to it himself upon "The Book," all standing and bowing when concluded, in the presence of the Court.

The Chief Justice then retires to the lobby behind the marble screen in the rear of the Supreme Bench, where he is invested with the Judicial robe. He is then escorted to the central opening in the screen and enters upon the bench. The Associate Justices and spectators simultaneously rise. The Chief Justice advances, makes an obeisance to the Court, and takes the Chief Justice's seat in the center on the bench. The Associates then take their seats and the spectators also become seated.

Upon such an occasion the Attorney General represents the Executive and Senators and Representatives the legislative branches of the Government. If the vacancy occurred during the recess, the Investiture takes place on the day of the re-assembling of the Court.

THE CHIEF JUSTICE AND THE PRESIDENT. The *Chief Justice* of the United States, by virtue of his high office, administers the oath, prescribed by the Constitution, to **THE PRESIDENT**, on entering on the duties of his office.

THE CHIEF JUSTICE AND THE SENATE. Pending the trial of Andrew Johnson, President of the United States, by the Senate, as a Court of Impeachment, the question of the title and powers of the Chief Justice, as presiding officer, being disputed by one of the Managers, on the part of the House, the Chief Justice said "The Chief Justice will state the rule which he conceives to be applicable. In this body he is the presiding officer; he is so by virtue of his high office under the Constitution. He is the *Chief Justice of the United States*, and therefore, when the President of the United States is tried by the Senate, it is his duty to preside in that body, and, as he understands, he is, therefore, the President of the Senate, sitting as a Court of Impeachment." In this view he was sustained. The Constitution recognizes him as The Chief Justice not in his connection with the Supreme Court of the United States, but in the broader sense of the head of the third co-ordinate branch of the Government, acting in conjunction with the second, in the performance of a momentous duty affecting the chief officer of the first.

FORMS OF ADDRESS. In conversation, the proper form of address is Mr. Chief Justice. In official correspondence, "To the Chief Justice." In unofficial communications, Mr. Chief Justice (address.) (See *The Judiciary*.)

CARD. The official and social card, bear the words, The Chief Justice.

CALLS OF ETIQUETTE. The Chief Justice makes calls of ceremony each year, at the head of the Court, on The President and Vice-President of

the United States, or President *pro tempore* of the Senate, if there be no Vice-President, and receives the first call from all others. He returns calls of etiquette. (*Also, see Ceremonial Etiquette—The Judiciary.*)

The wife of the Chief Justice makes and receives calls in the same relation of rank, among ladies, and returns calls.

PUBLIC OBSEQUIES. The ceremonies attending the obsequies of *The Chief Justice* of the United States, if at the Capital, are conducted with a degree of solemnity commensurate with the dignity of the chief officer of the third co-ordinate branch of the government.

THE PRESIDENT, by official publication through the Secretary of State, announces the death of the Chief Justice, directs all public offices to close on the day of the funeral; orders the draping of the Executive Departments in mourning for thirty days, and the placing of flags at half-staff on public buildings, forts and vessels of war, on the day of the funeral, and the performance of suitable funeral honors.

The entrance to the Supreme Court Chamber and the Bench is also draped in mourning. The funeral arrangements are in charge of the Court. If in session, suitable announcement and action on the sad event is taken.

A meeting of citizens is usually held to make arrangements to participate, by committee, in the funeral ceremonies.

Communications of Condolence are sent to the family by **THE PRESIDENT**, and resolutions of a similar character are passed by Congress, if in session, and sent to the family by the Presiding officers.

Among the *pall bearers* are represented the Executive by the Cabinet, the Senate, the House, the Army and the Navy.

Chief Justice Chase having died in New York, the Marshal of the Court left for that city forthwith and took charge of the remains, which after appropriate ceremonies there, were brought to the Capital. The pall bearers and a few friends received them at the depot upon their arrival, conveyed them to the Chamber of the Supreme Court, where they were placed on a catafalque and lay in state, the public being permitted to view them. The obsequies have been held in the Hall of the House. (*For form see Joint Congress Funeral Obsequies.*)

THE PRESIDENT and the chiefs of the different Executive Departments, the Diplomatic Corps, the Congress and the Judiciary are present. The usual services are conducted according to the order of arrangements. The funeral procession to the place of interment is of a purely civic character.

THE ASSOCIATE JUSTICES

OF THE

SUPREME COURT OF THE UNITED STATES.

The Associate Justices, in the order of statutory official precedence, take rank first after the constitutional dignities, "the Supreme Court," of which they are a constituent part, being recognized in terms in the Constitution as part of the organic form of the Government. (*See General order of official precedence.*)

TITLE. The title Associate Justice is statutory. (Act 1789.)

PRECEDENCE. By legislative enactment, the Associate Justices have precedence according to seniority of commission or age two being of the same date. In event of the death of the Chief Justice, the Senior Associate becomes acting Chief Justice until the vacancy shall be filled.

CARDS. The visiting cards of Associate Justices bear the inscription
Mr. Justice

CALLS OF ETIQUETTE. The Justices in their own option call first on the Senators, the Speaker and Representatives whom they wish to meet socially, and receive the first call from all other. This should be made soon after the opening of the season.

SOCIAL RELATIONS. The *ladies* of the *families* of the Justices of the Court call upon the ladies of the families in the same form as Justices under the rules governing the social privileges of those persons, and receive the first calls from all others. (*See The Judiciary.*)

OBSEQUIES. The funeral obsequies of an Associate Justice are attended with the ceremony due to the memory of a distinguished citizen and an august judge.

THE JUDGES OF UNITED STATES COURTS.

The Circuit, District and Territorial Courts comprise what are known as United States Courts.

ORDER OF PRECEDENCE. The Judges of these Courts take precedence among themselves according to seniority in the order of the Courts to which they belong as Circuit Judges, District Judges, Chief and Associate Justices of the Supreme Court of the District of Columbia and of Courts in the Territories of the United States.

TITLES. While the members of the Supreme Court of the District of Columbia and the Territorial Courts are recognized by the laws, under the titles of Chief and Associate Justices, they are termed so only by virtue of ill-considered legislation, so far as the proprieties of judicial nomenclature are concerned. There is but one title of Chief Justice, and that is the one recognized in the Constitution and in the organic act of the Judiciary. There is but one title of Associate Justice, and that belongs to the members of the Supreme Court of the United States. To apply these titles to members of inferior tribunals is inappropriate and out of place.

The only title by which all such judicial officers are known should be Chief Judge and Judge.

In correspondence the form of address is, Hon., Judge of the Court of

CEREMONIAL RELATIONS. During their presence at the Capital judicial officers of United States Courts naturally on ceremonial occasions take rank with Governors of States in the civil rank.

SOCIAL RELATIONS. The Judges of United States Courts and their families enjoy the social relations due to other distinguished personages. They make the first call on the higher officials and their families, and receive in return such consideration as their official status warrants.

THE SUPREME COURT OF THE DISTRICT OF COLUMBIA. The Judicial and other officers of the Supreme Court take precedence among each other on ceremonial occasions, as follows:

The Chief Justice. The Associate Justices. The Clerk of the Court. The District Attorney. The United States Marshal.

JUDGES OF THE COURT OF CLAIMS.

The exercise of Judicial powers is not limited to the Judicial branch of the government. The Court of Claims, under the act of 1855 and subsequent enactments, organized as a kind of appendage of Congress and the executive departments for the investigation of certain claims and contracts, consists of a Chief Justice and a specified number of Judges.

ORDER OF PRECEDENCE. In the general order of precedence of rank, the Judges of the Court of Claims would naturally follow United States Judges. While the causes tried by the court represent all sections of the country, as a tribunal its powers are limited.

TITLES. The title of the presiding officer of the Court of Claims, under the organic act, was simply Judge. A later act created the rank of Chief Justice of the Court of Claims; therefore to the person filling the position belongs that title. As there is but one Chief Justice, the Chief Justice of the United States, who is also the Chief Justice of the Supreme Judicial Tribunal of the land, the proper title of the chief officer of the Court of Claims, beyond the circle of the court, is Mr. Chief Justice of the Court of Claims and never simply Mr. Chief Justice. That is the title of the chief officer of the third coordinate branch of the government. In official papers and correspondence his title is The Chief Justice of the Court of Claims. The proper form of address would be To The Chief Justice of the Court of Claims, or Hon., Chief Justice of the Court of Claims. The title which applies to the other members of the court is Judge, and the form of address is Hon., Judge of the Court of Claims.

OFFICIAL AND SOCIAL RELATIONS. The Chief Justice and Judges of the Court of Claims make a ceremonial call on THE PRESIDENT at the Executive mansion on New Year's day. They make the first call on the Vice-President, Chief Justice and Associates of the Supreme Court, Senators, the Speaker and Representatives, members of the Cabinet, Diplomatic ministers, and among themselves in the order of seniority.

OBSEQUIES. The ceremonies attending the obsequies of a member of a United States Court, or the Court of Claims, are the same as would be due to a distinguished citizen, unless having filled the post of Head of an Executive Department, when they would be entitled to the funeral honors due to such rank.

The State.

PRECEDENCE of rank and the ceremonial and social relations of the various grades of office, under the governments of the several Commonwealths or bodies politic of the National Union are governed by the same general principles within their own circles, that apply to the Supreme Government. The State represents a complete sovereignty in all its internal affairs and other matters not specifically inhibited by the provisions of the Constitution, as essential to the authority of the supreme government in matters of National or central administration, for the peace, security and happiness of the whole people.

ORDER OF PRECEDENCE. The *Chief Executive* officer of a State, on ceremonial occasions at Washington, takes place in the list of civil officers, after the chief officer of the Army and Navy. (*See Official and Social Etiquette.*)

The usual order of precedence in a State government is *The Governor*, Lieutenant Governor and Chief Judicial Officer, the heads of the administrative offices, by the suffrages of the people and therefore responsible directly to them or by appointment and subject to the orders of the Governor, the Judges of the inferior courts and the members of the Legislature or General Assembly, consisting of Senators and Representatives. These officials when associated with members of the National government on a ceremonial occasion would follow after the Governor of the State and in his suite.

TITLES. The titles applying to these officials vary in different localities. In some States the Chief Executive officer is addressed as *The Governor*, in other States His Excellency The Governor; or His Excellency the Governor of, naming the State. The rule which applies to the Chief Executive officer of the Nation, and which was determined after full discussion in the convention of 1787 and in the early Congresses, in a large measure composed of the men who had been conspicuous in the actual struggles of the people against the British King and Ministry, might be regarded as the exponent of the spirit of American institutions. The title *The Governor* therefore can always be correct in official communications, or Governor of in correspondence and Governor when

addressed in person. In some States the form of address in person is Your Excellency.

The title of respect, Honorable would be proper as applied to the Governor when addressed by name or Judges of State Courts, but below those grades its use is purely an assumption. Under the strict rule of propriety the title Honorable should be used only by the Heads of the Great Executive Departments of the Nation, the Judges of United States Courts, the Senators and Representatives of Congress, the Governors of States, Judges of State Courts and the Mayors of cities. THE PRESIDENT, the *Vice-President*, the *Chief Justice* and *The Governor* of a State are officially addressed by their official titles and in person by the prefix of Mr. with the title.

SOCIAL RELATIONS. The Governor of a State bears the same relation to the social superstructure within the jurisdiction of his Executive authority that the President of the United States does to the social world of the Nation. The ladies of the family of the Governor also stand in the same relation. The Governor of a State officially visiting the Capital makes a call of etiquette on THE PRESIDENT, The *Vice-President* and The *Chief Justice*; leaves a card at the residences of the *Senators* from his State, and receives calls from Representatives and also officials in the Executive Departments or other branches of the Government, from his State. While the Representatives of his State precede him on ceremonial occasions, they do so as a component part of one of the co-ordinate branches of the Supreme Government. Apart from that relation or within the limits of the Executive authority of a Governor, a Representative whose constituency is limited, takes place after officers of election by the whole people of the State.

State officers visiting Washington on business or pleasure, should make these calls of etiquette if they desire to share in the social enjoyments of the Capital. On all visits of etiquette it is necessary to leave a card, as follows:

---- -----,

Governor of -----

Also gives the address in the city. This form is desirable, as it is often necessary to know the name as well as the title of a visiting official of distinction.

Social Etiquette.

IN every well ordered community the observance of the usages and forms of social intercourse is an important part of the every day life of the people. The interests, tastes, education, culture, refinement, employments and aspirations of persons so widely differ, that were it not for certain conventional rules accepted by the members of what we call society, it would be impossible to maintain that concord so essential to human association. The bringing of these diverse elements into relation with each other, is the part of etiquette. It may therefore be said that etiquette is the machinery by means of which society is made harmonious and the relations between persons of congenial tastes and pursuits are established and maintained.

IMPORTANCE OF ETIQUETTE AT WASHINGTON. There is no city in the United States where etiquette is more essential to order than in Washington. Many of its rules and practices as we have seen have been in force since the foundation of the government, and have become part of the machinery of official administration, as well as of social life. These were the results of custom, the necessities of official rank and occasion and of social intercourse among the members of the three co-ordinate branches of the government and the unofficial residents and strangers. It therefore becomes the more important that a person, entering the society of Washington, whether from official or private life, should know something about its forms. This knowledge is only to be acquired by study, observation and practice. To some, good manners are instinctive. To others, they are the result of culture. The Republican form of government makes no distinctions as to birth or class, therefore, all sorts of characters find their way into office and through office into society.

FORMATIVE PERIOD OF SOCIAL INSTITUTIONS AT THE CAPITAL. The *early society* of the Capital was much influenced in the establishment of its forms and practices by the presence of the Diplomatic representatives of the brilliant courts of the old world. The government was yet in its infancy and the ideas of its people were somewhat crude in social affairs. Therefore, it was but natural, that from this source many of the customs of polite society should take their origin. A little volume entitled

"A Description of THE ETIQUETTE at Washington City, exhibiting the habits and customs that prevail in the intercourse of the most distinguished and fashionable society at that place during the session of Congress," by E. Cooley, M. D., appeared in 1829. It presents a mirror of the manners and customs of fashionable life at the Capital during the tenth administration. At that time John Quincy Adams was President, John C. Calhoun, Vice-President, and John Marshall, Chief Justice. Henry Clay was Secretary of State, and in the Senate and House of Representatives were some of the most brilliant intellects the country had produced.

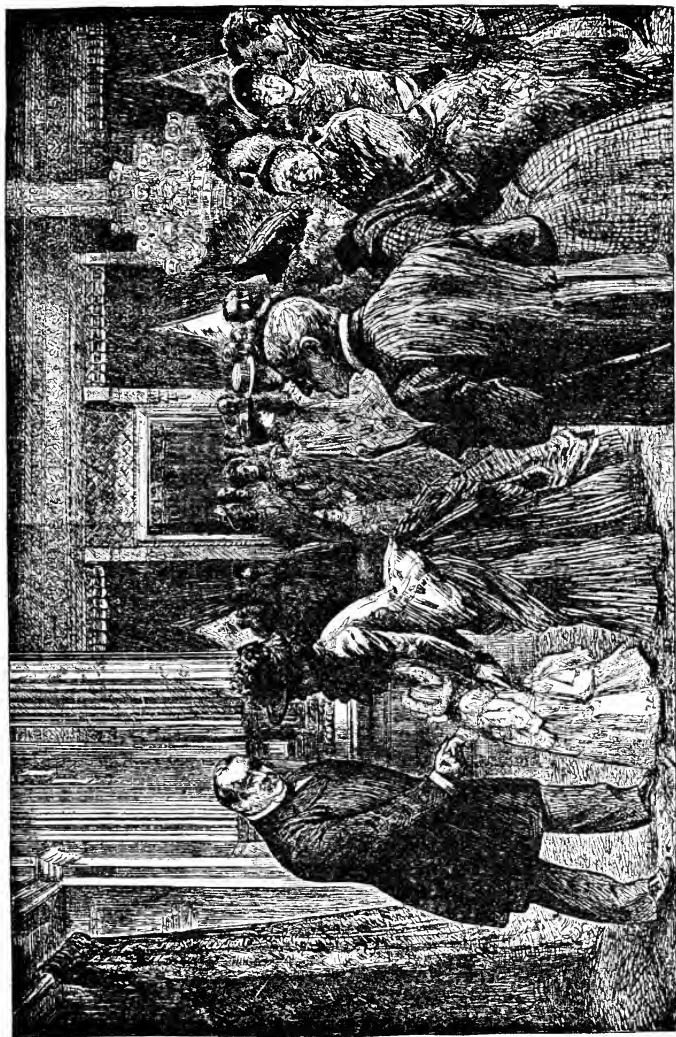
This pioneer writer on the etiquette of Washington introduces his subject with the remark, pertinent in some respects, even at the present day, that "there is no place in the United States, where ceremony is as much observed and practiced, as at the city of Washington; where all the etiquette of the various courts of Europe is introduced by the foreign ministers, and where they are met every winter by the most fashionable and distinguished citizens from every part of the United States, during the session of Congress."

In all material points the etiquette of the present day differs but little from the practice then in vogue. THE PRESIDENT'S *levees* were held then, as now, and were conducted in the same form, with the only difference that the company was "treated" with coffee, tea, and a variety of cakes, jellies, ice cream and white and red wine, mixed and unmixed, and sometimes other cordials and liquors, and frequently with West India fruit." These grateful accessions to the attractions of the evening, were "carried about the rooms, among the guests, upon large trays, by servants dressed in livery." Each guest helped himself when opportunity offered which it appears was not very often, owing to the crowds. The style of *dressing* "in small clothes" was about giving place to the *costume de rigueur* of the present day.

The Secretary of State also gave "parties" as he now does card receptions. The entertainment of the evening, however, consisted of "dancing and card playing." The invitations were sent to all the high functionaries of the government, and "all the distinguished and respectable strangers and resident inhabitants" who called on him and left a card.

THE SEASON.

THE social year at Washington is divided into "seasons," each of which has its appropriate and distinctive characteristic duties and social engagements.



THE EAST ROOM — EXECUTIVE MANSION — THE PRESIDENT RECEIVING PERSONS "TO PAY RESPECTS." (151)

THE "SEASON." The *Social and Ceremonial Seasons* at Washington begin as follows :

The *Social Season* among the members of the Supreme Court, the resident officials and residents, and their families, begins on the second Monday in October, on which day the Chief Justice of the United States, and Associate Justices of the Supreme Court make their annual call of ceremony upon THE PRESIDENT and the *Vice-President*, and at which time the usual social courtesies incident to polite society upon the return of its members from their summer absence or recreation begin.

The *Congressional Season* begins on the first Monday in December, with the official visit, by authority of a concurrent resolution of the Senate and House of Representatives, of the joint committee of the two Houses, to the President, at the Executive Mansion, to inform him of the assembling of Congress and readiness to receive any communications from him, and followed by the ceremonial calls of the Senators and Representatives upon THE PRESIDENT, the Vice President and Chief Justice, and the exchange by themselves and families of calls of etiquette with resident officials and their ladies and distinguished families, in social life, in accordance with the rules of precedence of rank, explained elsewhere.

The *Official or Fashionable Season* begins with the New Year's receptions of THE PRESIDENT and the members of official and social life, and continues with more or less activity, in social affairs, until the first day of Lent. During this period of religious discipline, only the most subdued forms of social entertainments are in order. At the close of Lent, Easter week inaugurates a new season of festivity, which lasts, but with somewhat abated zeal, until the approach of warm weather.

At the *close of Congress* its members and others of the floating fashionable life of the Capital, during the season, depart for their homes. A brief period of gaiety follows the close of the short sessions of Congress. The society of the Capital, however, is then largely confined to the resident officials, the members of the Supreme Court, Senators, who keep house and entertain, and the Diplomatic Corps. These classes, except the Justices of the Supreme Court, who have left on their circuits, and Senators and their families, remain until after Independence Day, when THE PRESIDENT sets the example of a summer's jaunt, and is followed by the Heads of Departments, the members of the Diplomatic Corps and subordinate officials, as their privileges and the public business will admit.

RECEPTION DAYS.

Every lady in fashionable society, whether in the official or unofficial circles, or even in the quieter spheres of social life in any community, should have a day in the week "at home." It will not only be a convenience to herself, but to her friends, who will then always know when they may best cancel their social obligations.

The stated days for the *Drawing Rooms* of the ladies of official society will be found under "Official and Social Etiquette." The ladies not in official life also have certain days "*At home*," which should be mentioned on their visiting cards. It is not unusual for ladies who receive to have a "neighborhood day."

THE ETIQUETTE OF CALLING.

ALL calls may be classed under the heads of calls of *Ceremony* or *Etiquette*; calls of *Congratulation*; calls of *Leave Taking*, and calls of *Condolence*.

The convenience of formal social intercourse has established the custom of a fixed day of the week "at home," when callers may expect to find the lady of the house in.

RULES. As officials or men of business have their time taken up during the day their ladies, if married, make calls and leave their husbands cards, which are recognized as a call.

A social call must always be on the lady of the house, whoever else is included. A formal call on the gentleman of the house is always official, ceremonial, or on business.

Leaving a card during a "Drawing Room" or on the day "at home" is accepted as a call.

If a lady from some imperative reason, sickness, absence or taking a day to return calls upon persons having her day "at home," be absent on her day a neat card basket should be fastened at the door bell to receive cards and as a notice "not at home."

SOCIAL HOURS. The *morning call*, at Washington, as in all other communities, where the practices of polite society are in vogue, embraces all visits of etiquette or ceremony made before the dinner hour. This, in Washington, is 6 p. m., being regulated by official hours, which expire at 4 p. m. The fashionable time of the day for making "morning" calls is therefore between the hours of 3 and 5 p. m., and never later than 6 p. m. The time for an *evening call* is between 8 and 9 p. m. An informal call between friends or acquaintances, or on business, may be made from 10 A. M. to 12 M.

LENGTH OF CALLS. A *morning call* should not last more than from 15 to 30 minutes, or should terminate as soon as propriety will admit, after another has entered the room.

An *evening call* should not last over an hour. In calling always avoid arriving just before or during meal times, as nothing so disconcerts the domestic order as such an intrusion.

All formal calls should be of brief duration. All calls of friendship, among intimate friends, should be governed, in their length, by circumstances.

FIRST CALL. The common law of social practice of residents calling first upon strangers, or new arrivals, was established by the first administration.

The custom of strangers making the first call, in person or by card upon residents, which is the present rule in official society, or among those in relations with it, was recognized as an established form in Washington society as early as the tenth administration. It was then required that "both gentlemen and ladies of any considerable distinction and fashion who intended to mix in the polite circles, should call upon the Heads of Departments and other distinguished families who gave and went to the fashionable parties."

CALLING LISTS. In society, each lady should keep a *list* of her callers. This would save confusion and often coolness in social relations.

It should be kept in a book of convenient size with a marginal alphabet. The names of all callers should be arranged under their proper letter. The page should be divided under the following heads:

Name of Caller.	Residence of Caller.	Reception Day of Caller.	Date of Call.	When Call Returned.	Remarks

FORM OF MAKING CALLS. Ladies making morning calls or returning calls go in their own carriages, or hired vehicles, and where the distance is short they walk. These calls being made during official or business hours,

the ladies, as a rule, call upon each other unattended by gentlemen. When a lady calls in her carriage, she stops in front of the residence and sends her footman to the door. The footman rings the bell and inquires whether the lady of the house is in. If the reply be that she is, the footman hands in her card and the lady alights if she desires to make a personal call, or he simply leaves her card. If not in, the footman simply hands cards for the ladies to the servant without remark, which is regarded as a call. The lady drives to the next place on her list, and goes through the same routine.

When the lady is not receiving, or does not wish to receive the person calling, she replies through her servant that she "is not in."

If a lady calling goes to the door herself she inquires "Are Mrs." (the lady of the house always) and (mentioning each by name) or "the ladies in." If so she enters. If not she leaves cards for each of the ladies.

Often calls are returned by sending cards by messenger or post. This form of leaving a card is the only means by which some ladies in official life can recognize calls made upon them owing to their number, and which they desire to return.

It is a proper respect for a person entitled to do so, to call or leave a card at the residence of an official, but for the official to return the call might be impossible. The return social cards of officials are usually left with the cards of the ladies of their families before the end of the season.

The *forms* of official calls will be found under their proper heads.

WHEN TO RETURN A CALL. All calls of etiquette, to be properly recognized, should be returned within three days. After that time, unless a satisfactory excuse be made, the person making the call may infer that the call will not be returned.

The call of etiquette of a constituent of social or political distinction, should always be promptly returned, but calls on business need not be returned.

A return call after a social event should be made on the first "at home" day or evening afterwards, if the lady have one. The first call from a new acquaintance should be promptly returned if at all.

A dinner party call should be made within three days and in person.

A small party call should be made within a week and in person.

Calls of condolence should be within a week after the event. Upon first call "make kind inquiries," and hand a card. The servant will say whether you can be received. Friends may ask to be received. Do not be too inquisitive of the past, nor too pathetic in tears or words.

Calls of congratulation should be returned in person in from 3 to 6 days.

RULES TO BE REMEMBERED. The following general rules governing the etiquette of calling should be observed by those who desire to appear well in society:

If a lady have a day or evening "at home" a call should be made then, if practicable, as her social duties during the season may prevent her being at home at other times.

When a lady announces a regular day for receiving friends, only her more intimate acquaintances would ordinarily be privileged to call at any other time.

After an absence from the city for travel or summer change, or before the opening of the regular season, a call should be made by persons expecting social recognition during the season. If social accounts were balanced during the previous season the first call or card of the season should be according to the rules of precedence of rank or social seniority.

Informal calls should only be made among intimate friends, and they should always be made at some convenient hour.

A lady receives her callers in the Drawing Room. She should rise when a gentleman enters and shake hands, if she sees fit, but should always bow. She should advance to meet a lady caller. A gentleman should meet his visitors at the door of the room, if he be present, and should usher them to a seat.

In morning calls a gentleman should leave his cane or umbrella in the hall, but carry his hat and gloves in his hand and overcoat over his arm. If necessary he can place his hat on the floor by his side, and not on the mantelpiece or table. In evening calls these articles should be left in the hall or where the servant indicates.

A lady caller leaving, may be accompanied to the door by the gentleman of the house, and to her carriage by a servant. A lady may go to the hall with lady callers, if her time be not engrossed with others. A lady should never escort a gentleman caller to the door, but simply bow when he leaves.

A lady may call upon another lady, under certain circumstances, accompanied by a gentleman who is a stranger to the lady of the house. This will not necessarily require future recognition. A gentleman can never take a strange lady to call on another without permission.

Never look for the time, when calling, or if necessary to know the time find some reason for doing so. A caller should know the time before entering and estimate the length of stay, without consulting a timepiece.

Should the lady or gentleman of the house be apparently about to go out, callers should depart after an exchange of compliments.

During an informal morning call a lady may go on with any work she may have had in her hands at the time.

It is never allowable for a lady to call on a gentleman, except on business,

and then she should be accompanied by a member of her family, a friend or a servant.

Ladies fond of pet dogs should leave them in their carriages, or at home, when calling.

Ladies should show equal attention to each guest. An exception may be made toward age or rank.

A gentleman should never seat himself beside a lady, upon whom he may be calling, unless requested to do so.

When starting to leave make the ceremony brief. It is the height of impoliteness to linger.

A lady should never keep her callers waiting unnecessarily long while arranging her toilet.

Refreshments are not necessary for callers in the city. In the country they are proper and desirable.

A call made during illness should be returned immediately upon restoration to health.

A lady should never remove her bonnet during a formal call. If on a friendly call, she should wait for an invitation.

Calls of condolence should be in spirit and dress in keeping with the occasion.

When a gentleman calls with a lady, the lady determines when to leave.

THE STRANGER AND RESIDENT.

The existing relations of *stranger* and resident, in social affairs at Washington, have been adjusted to the necessities and convenience of official rank and occasion, and are the same as in vogue in polite society in most of the enlightened nations of the old world. In the United States, as a rule, the resident calls first upon strangers. This subject will be found considered under *Social Relations*, and *Official Rank* and *Social Classes*.

The present custom of polite nations generally, in regard to strangers and residents and in force at the seat of government of the United States, is that strangers make the first call, or leave a card with residents to advise them of their arrival. These calls of etiquette by strangers may be most conveniently made on stated reception days as explained.

If visitors bring letters of *introduction* from mutual friends, they should be presented at the residence of the party by calling specially. It would always be safe to call between 7:30 and 8 p. m. In handing in your card at the door accompany it with the letter of introduction, or note on your card the words "*With letter of introduction from Mr. or Mrs.*" Should there be any ladies in the party they may call at the residence, or if of marked social

prominence at home, the gentlemen of the party should call upon the resident and leave cards for the gentleman and ladies of the house. This first visit should be brief. Should there be a dinner or other entertainment going on, withdraw quietly, leaving a card with your name and residence in the city and probable length of sojourn.

This visit must be returned by the resident within three days, or else a note of explanation should be sent, and the return call should be made later. If the resident should simply return a card it is an evidence of recognition, but also that the call will not be returned in person. The upper left hand corner should be turned to show a call in person.

Strangers can call upon the ladies of officials on their reception days without this formality, if the call be simply one of etiquette. They should always leave a card to notify their friends of their presence in the city.

If the stranger be a lady, a gentleman should call first, but not without a personal invitation, or the lady's card and address sent through the mail. The ladies of his family, or otherwise a lady friend, may leave his card for him, and the lady stranger may determine whether she wishes to meet him. If so, she can express that fact and state her day "At Home." If the gentleman does not call with a mutual friend, he should hand his card to the servant. Such calls, if not previously arranged, should be made from 8 to 9 p. m., and should be very brief.

A stranger visiting at the house of a friend, should be called upon without delay by the friends of the family. The social relations of the family in such cases are paramount to the rules governing the stranger in the city.

Among the permanent residents in private life, among themselves, the old custom of calling first upon strangers is observed.

HOW TO ENTER SOCIETY. The form of strangers making themselves known on their arrival in the city, depends very much upon their celebrity. The different methods are, an introduction by a mutual acquaintance; letters of introduction; introduction by personal call and leaving a card, or by sending a card. The most proper form is an introduction by some Official, Senator or Representative, or other person, authorized to give one. The custom of the stranger making the first call, is of French origin. The English form between persons of equal rank, is for the stranger to leave a card, and if the acquaintance be agreeable an invitation to dine is left within three days.

THE ETIQUETTE OF CARDS.

IN official as well as social life the use of cards is indispensable. They serve as the medium of formal intercourse between persons of rank, strangers

or friends, and obviate the embarrassment of a verbal announcement or introduction.

The use of a card as the representative of a person making a call is of French origin. Previously a book or slate was available at the door for callers to record their names.

STYLES OF CARDS. The sizes and styles of cards are governed entirely by the fashions of the season. In all cases the card of a lady should be larger than that of a gentleman. Plain cards indicate taste. Sometimes a sudden caprice may give tinted or figured cards a transient popularity, but the use of such cards is not dignified.

The cards of social intercourse may be written, but for good form they would be better engraved. Cards printed from movable type are not in good taste. *Autograph* or written cards should, as a rule, only be used among intimate friends.

The convenience of the public, in promiscuous calls at official places, during official hours, has authorized the use of written cards for ushers or door-keepers carrying the name of the party to the person whom it is desired to meet.

HOW TO USE CARDS. The proper use of social cards is one of the most difficult and yet important points in fashionable intercourse. The following general rules govern the use of cards:

A lady should always be scrupulously watchful of her card basket. These are the vouchers from which she makes up her social accounts.

Americans are not particular enough in keeping their card accounts.

A latest arrival must always leave or send the first card.

Never invite a person to your house without having first received a card and having left a return card.

In sending a card of invitation a lady should enclose her husband's card for all who are invited for the first time.

CLASSES OF CARDS. In official and social affairs, cards may be grouped into classes:

1. *Cards of Etiquette*, used in calling, whether in official or social life. This class also includes cards of Compliment, Courtesy, or Inquiry. With cards of courtesy it is not unusual to send flowers or some other small gift.

2. *Cards of Ceremony*, applicable to invitations to official or social ceremonies. These would include State affairs, weddings, christenings. Leaving a return card at the door is sufficient.

3. *Cards of Announcement*, used in communicating to social friends some important family event, as a betrothal, marriage, or a birth. These may be returned in person or by card.

4. *Cards of Congratulation*, used by social friends in communicating their felicitations upon a person's recovery from a severe illness, or on account of some other important personal or family event. Should be left within three days, and in person.

5. *Cards of Condolence*, left at the door, at once or within three days, as an expression of sympathy of friends on account of death in a family.

6. *Cards of Mourning*, sent to friends to announce a family bereavement. These are in black borders.

7. *Funeral and Memorial Cards*. The former are sent to friends, inviting them to the ceremony, and the latter, not a common practice, are sent to relatives of the family and intimate friends.

The form and use of cards of special classes is given under their proper heads.

SPECIAL FORMS OF CARDS. The *forms of cards* are governed by the following rules:

The name engraved, printed or written, should be in the center of the card.

The person's residence, (number and street) in the city, should be printed or written in the lower right hand corner, in small letters.

The days "At home" of a lady should be placed in the lower left hand corner, in small letters.

A stranger in making calls may note residence in the city in writing.

Cards of Office, Ceremony or Profession. The President of the United States never uses a card. He never returns a call in his official character except the call of ceremony made by a ruler of a friendly nation visiting the Capital. He is then accompanied by the Secretary of State, who announces his presence.

The title of office should not precede the name of the person, but on formal cards should be confined to the name of the office, as The Vice President, The Chief Justice, The Secretary of State, The General, The Admiral, &c.

The cards sent to officials during business hours, if the visit be purely one of a friendly or complimentary character, should bear on the upper left hand corner "to pay respects." If on business it is not necessary to write anything on the card.

When the person's name is used with the civil title, the card should read Mr. Justice; Senator; Mr., Commissioner of; (the official title in this case should be below the

name and to the right; Mr., M. C., (Member of Congress,) or; House of Representatives, &c., giving only the family name.

The title Honorable is never used on the cards of officials in the United States.

The titles of military or naval rank are used with the surname only, as General; Admiral; Captain; Commander, &c.

A gentleman may use his military or naval title on his card, even though out of the service, but never an Official or Legislative title, unless filling the office at the time.

The cards of professional persons should read Rev....., or The Rev. Mr.; Prof.; Mr....., A. M. Professional titles may be abbreviated, official titles, never.

It is not proper for the wives of officials to use the official titles of their husbands in any form whatever on their cards, as Mrs. Speaker

Cards of Diplomats. The cards of foreign or American Dip'omats, follow the same rule as to title and name. The diplomatic rank and country is given on the line below, viz: For a foreign Diplomat,

Sir,

Envoy Extraordinaire et Ministre Plenipotentiaire de

For an American Diplomat,

(Military or Naval rank)

Envoy Extraordinary and Minister Plenipotentiairy of the United States of America.

The cards of the ladies of the Diplomatic Corps are the same as other social cards.

It is customary for foreign ladies to inscribe their maiden with their married names on their cards, as La Comtesse deMontcalm, née de Savoie.

GENERAL FORMS OF CARDS. A married lady should always use the prefix Mrs., but with a gentleman the use of Mr. is optional.

A mother calling with her daughters may place their names on the same card with her own.

A married lady should always use the name of her husband on her card; not to use it will indicate that she is a widow, or has other reasons for not doing so.

The eldest daughter may simply use her surname, as Miss Other daughters use both christian and surnames, as Miss

A husband and wife may use a double card, as Mr. and Mrs.

A gentleman in private life may use the title of respect Mr., or simply his

name. If distinguished, or well and favorably known, the latter form is preferable.

The style is sometimes adopted by American ladies, who have been well known by their maiden names, and who for some reason desire to maintain the distinction, to give both their maiden and married names on their cards, as "Mrs. Scott-Revere."

The general forms of cards used in good society for visiting, are as follows:

For a married lady,

Mrs. (Husband's name.)

(Day at Home.)

(Residence.)

For a widow, Mrs. (Her own name.)

For an elderly unmarried lady, Miss (Full name.)

For an eldest daughter, Miss (Family name only.)

For younger daughters, Miss (Full name.)

For several daughters of the same family, The Misses (Family name.)

For a lady calling with her daughters (optional),

Mrs.

The Misses

(Reception day.)

(Residence.)

For a gentleman, Mr., (surname only,) or (full name, without prefix of title.)

For a married couple, Mr. and Mrs.

If the person be a stranger, the form should be,

Mrs.

(Home residence,)

The residence in Washington and days "At Home," may be written in the left hand corner.

For a lady retaining her maiden name,

Mrs., née

Cards sent to friends before leaving the city should be,

Miss

P. P. C.

Such cards are only sent by unmarried ladies to each other, or by a gentleman to his lady friends, provided he is sure that they will be received in the proper spirit. These cards enclosed in elegant envelopes, with initial, monogram or crest, may be sent in an outside envelope, by post or messenger. The words P. P. C, on the card, means *Pour Prendre Congé* (to take leave.) These are not necessary except for a long absence.

For a person recovering from illness,

Mr. or Mrs.'s compliments and thanks for kind inquiries.

For a person in return for card of condolence,

Mr. (or Mrs.) desires to convey his (or her) thanks for sympathy in his (or her) recent bereavement.

A card should be sent in return for each card received.

For announcement of a birth, two cards. The mother's card is the ordinary size. The infant's card is one half the length and one third the width, fastened at the upper left hand corner of the mother's card by a narrow white silk tie, as follows :

(White silk tie.)

(Infant's name.)

(Date of birth.)

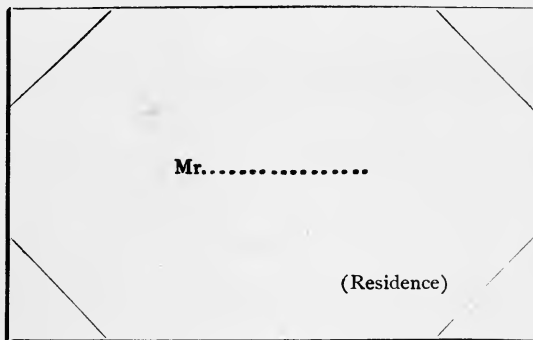
(The mother's married name.

TURNING CARD CORNERS. The custom of turning the *corners* of *cards* of etiquette when a person calls and does not find the party in, is not in general use in the United States, but it has its advantages and could be adopted with great convenience to persons calling and receiving calls, as it at once indicates the object of the call.

The accepted form of turning card corners is as follows :

isite.

Felicitation.



Congé.

Condolence.

The signification of a card received with either of the corners turned, as above indicated, is

Visite—A Social Call.

Felicitation—A Visit of Congratulation.

Congé—A Visit of Leave Taking.

Condolence—A Visit of Sympathy.

Turning down the right end of the card signifies that the visit is intended for all those receiving.

LEAVING CARDS. In leaving cards, they should be distributed to suit the occasion for leaving them or circumstances.

Inquire whether the person you desire to see is in, and hand your card to the servant answering the summons to the door. Your name will then be properly presented. If the person is not in, leave your card with the left upper corner turned to indicate a call in person, or turn any of the other corners if the call be for any of the purposes referred to. (See Turned card corners.)

It is only necessary to leave a card once during a season, except after a dinner or ball. It is customary to leave a card after a general card reception, on the first day "At Home" thereafter, but not after luncheons or teas.

A card should always be left for the lady of the house and daughters in society. The latter are sometimes represented by turning up the end of the card.

A wife, daughter, or sister, leaves her husband, father or brother's card with her own, once during the season, and always after a card social event. A daughter should leave her mother's card.

Cards should not be left for daughters without one being left for the parents.

A lady never leaves her card for a gentleman.

Accompanying an invitation to dinner, a lady sends, if she wishes, her husband's card.

A gentleman who receives social courtesies should leave himself, or by a member of his family, a card on the hostess, according to rules.

A young gentleman should never leave a card for a young lady without including one for her mother or chaperon.

A gentleman leaves but two cards; one for the lady and one for the daughters or visitors no matter how many.

When a gentleman is about to be married all his friends should leave a card on the lady.

If there be visitors in the house leave a card for each of them, or turn down the right end to indicate that all are included.

When a family returns to the city each lady member in society should send a card to such of her friends and acquaintances whom she desires to be informed, giving place of residence and days "At Home."

A card left at the residence of a person, whether in official or social life, answers the purpose of a call.

A card with name and address should always be enclosed, with a letter of introduction, when sent by messenger or mail.

A card from one person to another, addressed to a third party, may be substituted for a note of introduction.

A stranger desiring an acquaintance with another, may hand him his card with appropriate verbal explanations.

The wife of an official returning formal calls should leave her husband's official card with her own.

In sending your card to any one residing at a hotel, always write the name of the person for whom intended on the upper left hand corner to prevent mistakes.

Betrothal cards should be left by the parents of the betrothed pair, on all the members of the two families. All who receive them should make a congratulatory visit.

As a rule, cards left on Reception days do not require a return card. In Washington the reverse is the rule. A card left on the day of reception is recognized as a call for the season, and requires one return card.

When persons in society cease leaving their card, it is regarded as a notice that acquaintance is stopped.

CARDS BY MAIL. Sending social cards through the mails is now recognized as proper under certain circumstances, particularly owing to distances and multiplicity of engagements. In certain return cards it is the safest means, as they are more sure to reach the person they are designed for than through the hands of careless servants in lodgings.

THE ETIQUETTE OF INTRODUCTIONS.

THE first step to an acquaintance in good society, is an *introduction*.

RULES GOVERNING INTRODUCTIONS. The accepted rules governing personal *introductions* in polite society may be stated as follows:

Always present a person calling, to the host and hostess first.

Always present a gentleman to a lady, no matter what his social position

Always present a younger to an elder person, whether between ladies or gentlemen, if equals in station or rank.

Always present an unmarried, to a married lady.

Always present a less important to a more important person in official rank or social station. This rule also applies to the wives of officials.

Always present a stranger to a resident.

In all cases of personal introductions be careful to pronounce the names of the parties distinctly in order to escape confusing, if not embarrassing mistakes.

Between officials, the name of the superior in rank, should have precedence according to form.

Between ladies or gentlemen the name of the less important person should be mentioned first.

Indiscriminated introductions are a disrespect to your friends.

Before introducing two persons in society obtain permission, or see that it will be agreeable. There might be personal or political reasons why an introduction would not be agreeable.

To shake hands is a matter of taste. It is a more generous method of welcoming a new acquaintance, than a simple bow, but the offer of the hand should come from the lady or the superior in rank or age. A guest must be presented to all persons who call socially.

TO BE REMEMBERED. A wife should introduce her husband by his title, if he have any, and never as Mr., unless he have no title, as that would be strained.

If a lady or gentleman be spoken to at a social gathering, they should have politeness enough to answer without requiring an introduction first. This would not involve further acquaintance. A lady drawing the line on this distinction, would show herself familiar with the amenities of polite society. It would teach the person, presuming upon a recognition thus casually acquired, that if it was simply to force an acquaintance, and not from politeness, he would not be recognized.

As a rule a formal introduction should always be required, and no permanent acquaintance should be otherwise recognized by a lady.

A disagreeable or airy woman can always find reasons for her rudeness; so can an affable one for being agreeable, even at the inconvenience of temporary suspension of the strict rules of politeness. The weight of propriety would rest with the latter.

Indiscriminate introductions are to be avoided. They show no respect for your friend or yourself.

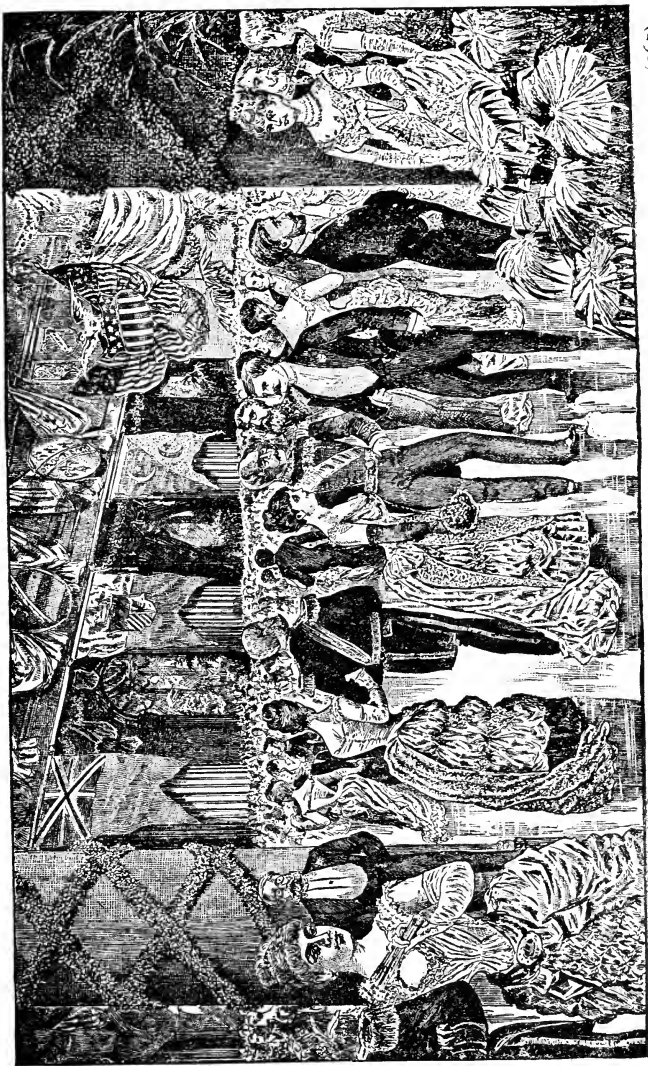
Unsolicited introductions are a sign of social "freshness."

If a gentleman asks to be introduced to a lady always first enquire from the lady whether it would be agreeable.

In being introduced even through inadvertance be polite even if distasteful, and withdraw gracefully at the first opportunity.

Never present a foreigner without some personal knowledge of his antecedents, it is bad enough to impose a domestic "fraud" or "humbug" upon a lady or gentleman in polite society, but it is infinitely worse to impose a foreign one.

If the hostess, through inadvertance, fails to introduce all her guests it should be no cause for slight. A gentleman at an invited social gathering may speak to a lady without introduction under circumstances otherwise causing embarrassment.



A RECEPTION IN HONOR OF THE NEW PRESIDENT.

HOW TO INTRODUCE. The expressions suitable to personal introductions naturally vary according to circumstances and the ingenuity and spirit of the individual. Those most commonly in vogue are:

Mr. or Mrs. or Miss White; Mr. or Mrs. or Miss Black; the party introducing at the same time making an obeisance toward the person presented; or Mr., permit me to introduce or to present to your acquaintance, Mr. (here name the party with his or her proper title). Other forms are, "Miss, I take pleasure in presenting Mr., whose reputation is known to you;" or "May I be permitted to present my old friend Mr., the Representative from District," or stating any other distinguishing circumstance; or if the parties be of equal station, it would be proper to say, "Mr. A., permit me to introduce Mr. B.; Mr. B. Mr. A." If a person expresses a desire to meet another of distinction it would be well to use the form, "Mr. A. permit me to present Mr. B., who desires to meet you."

If the person introduced be from another part of the country, or from abroad, it is well to mention the fact and where from.

Where more than one person is presented at the same time, to the same person, it is necessary simply to observe the preliminary formula for the first and then to merely mention the name of each party being introduced, as Mrs., permit me to introduce Mr.; here pause for the parties to bow or exchange courtesies; Miss, here pause as before; Mr., here pause as before, and so on through the entire number. The party introducing should make a slight obeisance in each case.

COMMON LAW OF INTRODUCTIONS. In polite society much elegance of expression is sometimes indulged in in personal introductions, and is permissible and often desirable thus putting the parties introduced at once at their ease. But few, however, can do this gracefully, and it should not be attempted unless well done. A prolonged exordium is always flat, and only serves to embarrass both parties while awaiting with hands extended the conclusion of such ill-timed verbosity. It should be borne in mind that at such a moment a second seems a long time and five seconds an age. Brevity is the spirit of personal introduction, as well as the soul of wit.

It is also proper in an introduction to emphasize your interest in your friend by some complimentary reference. If the acquaintance be agreeable the gentleman may make some suitable expression of approbation, as "It gives me pleasure to meet you."

In introducing a relative always mention the relationship, as Mr. A., permit me to introduce my brother, Mr. K.

An evidence of ill breeding is to lay hold of the arm of either party during the ceremony of an introduction.

It is not improper in presenting a lady to a person of distinction to lead her up lightly by the hand and to make a slight obeisance while presenting her.

After an introduction, both parties are at liberty to engage in conversation, and it is not improper and sometimes it is advisable, if the parties are entire strangers, to say something of residence or occupation, in order to establish a better acquaintance.

It is not proper to show too great cordiality at the first acquaintance.

When walking with a friend it is both annoying and a sign of low breeding to introduce him to every acquaintance you may meet. There may be individual exceptions, for special reasons, but persons have been seen, who desirous of showing their imagined importance, hail friend and acquaintance to present to their friend.

The introduction of a gentleman to a lady should be governed by great circumspection, and should never be made without the lady's consent. The person introducing must be responsible for the conduct of his friend, and should know fully of his character, otherwise he may do great injustice to himself and to the lady. It is extremely difficult for a lady to rid herself of a distasteful acquaintance, and she will often endure to the last extremity, rather than be regarded as rude. Under such circumstances, however, it would be her duty to be frank.

Should a person at a private gathering manifest a disposition to make your acquaintance, the fact of his presence would indicate that he is a proper person to meet.

Where strangers meet incidentally it is not improper to enter into conversation and to be courteous. Such an act, however, need not be regarded as a permanent acquaintance, unless it be mutually desired. Recognition is not even necessary.

It would be well to observe circumspection in making acquaintances, in order not to be obtrusive. It would be better to let others seek your society rather than to appear to be forcing yourself upon them.

An acquaintance once made by a lady is difficult to break off, unless there should be an open rupture. Under other circumstances when an acquaintance is not agreeable, or there being any other reason for terminating it, the form must be governed entirely by surrounding circumstances. It would be better to be frank, stating the reasons for desiring to discontinue an acquaintance. A failure to return the visits of her lady friends, without an explanation of the cause, or a word to a gentleman that she is engaged, are the mildest forms. A failure to recognize an acquaintance with

evident intention, thus giving him the "cut direct," is the most forcible method of a lady ending an acquaintance.

Should an introduction in a public place be necessary for certain reasons, it should be given quietly. If the introduction be to a lady the gentleman should raise his hat.

Should a person by mistake be presented to another with whom he or she is not on terms of friendship, it is the part of good breeding to bow and show no feeling. It is not necessary to renew acquaintance for this reason.

When either or both parties have a right to a title, always apply it in introducing them, as "Reverend Mr., permit me to present you to General"

The forms of presentation in official society have been explained in their proper places.

THE USE OF TITLES.

THERE are many points in the use of the titles of office, address, rank or profession, the omission of which, in official or social intercourse, would at once expose those who have occasion to use them, to the imputation of inexperience, or lack of culture. The correct use of official titles, and of the title *Honorable*, has already been explained in their proper places. The title *Honorable* does not belong to the vocabulary of social life at all, although it is sometimes applied in speaking of distinguished citizens in a community by way of courtesy. Its use, however, is not American.

SOCIAL TITLES. The *social titles* in common use and proper in good society everywhere, are Mr. (derived from Master) for gentlemen; Mrs. (Mistress) for married ladies, and Miss (from Mistress) for an unmarried lady, whether young, or after having passed beyond the conventional limit of blooming maidenhood; and Master for a youth during the intermediate period between childhood and manhood. The plural of these titles, where more than one person is addressed, is Gentlemen or Messieurs; Ladies, applying to all ages, married or unmarried, and Masters.

It is not uncommon in society to use the christian name of a married lady, as Mrs. Jane This is not proper during the life of the husband. It should be Mrs., giving the husband's name. After the death of the husband it is proper to use the christian name. A lady married to the eldest male member of a family is entitled to use the family name with the title Mrs., as Mrs., while the other lady members of the same family take the names of their husbands, if married. This applies in all cases to the eldest lady in a family, living, if married.

The unmarried daughters, except the eldest, are known by their christian names, with the prefix Miss. The eldest daughter takes the family name, as Miss When spoken of collectively, the daughters of the same family are known as The Misses Smith, giving the family name and not the Miss Joneses, for instance. The use of christian names in society is not elegant. This style should be confined to the home circle, and should be limited to relatives or intimate friends. A recent acquaintance should only be so addressed by permission.

It is questionable taste to use the word lady for wife. Mr. Smith and lady may mean anything, but Mr. and Mrs. Smith, or Mr. Smith and wife cannot be misunderstood or misconstrued.

With the names of persons eminent in science or art, or some other distinctive way, simply use the prefix, as Mr. Webster. In such a case there could be no question as to whom is meant, as there could be but one Mr. Webster, and the associations in mentioning the name would aid the distinction, if there were any doubt. This rule applies to women as well. The American custom of addressing distinguished personages by their first names abbreviated, may be a Republican or popular way of showing intimacy, admiration, reverence or attachment, but it is not elegant nor in good taste in good society. Mr. Webster, or Daniel Webster, sounds better than Dan. Webster, or "Black Dan."

The use of slang terms for titles, such as the Governor, the old gentleman, or the old man, for a father, old lady, or the old woman, for a mother, do not belong to the social or even domestic vocabulary. It is without excuse and shows low breeding. A sense of self-respect, if not of propriety, should suggest the fact that it is proper to address superiors and elders, and especially parents, relatives and friends, both in society and the home circle, by proper titles of respect, or terms of relationship.

SOCIAL OFFICIAL TITLES. The titles of address or rank precede the name of the person to whom applied, and in all cases the succeeding title, except professional, is omitted. Official titles when used in society always precede the name and are also preceded by the title Mr., as Mr. President or Mr. Secretary. It is better in conversation to simply use the official title preceded by Mr. and without the name. Other titles of rank or profession may be used. When persons of both sexes are addressed at the same time, it is simply necessary to say Ladies or Gentlemen, without prefix of social title. A custom has authorized in the society of Washington the use of the official title of the husband by the wife, with the prefix Mrs., as Mrs. President, Mrs. Secretary, Mrs. Speaker , Mrs. Commissioner , and so on through the entire list of

titles of official rank. The propriety of such use is doubtful, though it has its advantages in distinguishing the lady in official society, from one of the same name in private life. This distinguishing designation ordinarily would not be necessary in the case of the more prominent ladies. The same rule applies to the use by ladies of their husbands' title of rank or profession.

The title Excellency, properly speaking, has no place in the titular code of the United States, either Official or Civil and Honorable by courtesy only to a very limited extent.

It is not proper in society to apply the titles of civil office to any person, except while in the occupancy of the office. Judicial, Military and Naval titles can be retained during life can and be used.

PROFESSIONAL TITLES. In addressing a professional person the use of a professional title, if entitled to the same, is proper, as Dr., for a Doctor of Divinity, Law or Medicine; or Professor for a Scientist, or other person entitled to the same. In speaking of a clergyman the title should be preceded by *The*, as The Reverend

The abuse of the professional or scholastic titles in the United States is well known. Some noisy brawler on the street corner is frequently dignified by the title Reverend, or a patent medicine quack as Dr. or Professor, &c. In good society discrimination should be used, and imposters ignored.

FOREIGN TITLES. The titles of Royalty, Nobility and Ecclesiastical Dignitaries, do not form part of the vocabulary of American society. In Washington the presence, frequently, in society, of members of the Diplomatic Corps, necessitates the use of foreign titles, but their correct use can only be acquired by practice.

THE ETIQUETTE OF SALUTATIONS.

THE forms of salutation and manner of greeting, vary according to degrees of intimacy, or surroundings, and are generally expressed by the *bow*, the usual *salutatory* expressions, *shaking hands*, and among ladies often by the *kiss*.

COMMON FORMS. The most common forms of expression are "good morning," "good evening," or "how are you?" always accompanying the salutation with a bow. It is not necessary to use any verbal expressions in passing, the bow is sufficient. A lady, in promenading, should not make any other recognition of a gentleman than a bow.

It is proper to use the christian names of children, or servants, without prefix of title. When young persons have entered the period of youth the

salutation Mr. or Miss is a proper compliment. The terms "Sissie," or "Sonnie," or "Bub," do not belong to the vocabulary of refined persons. If the young persons be strangers, a salutation like "My young friend" "My little Miss," would sound better and not wound their sense of pride.

In saluting a number of persons the ladies are referred to first, as "Ladies and Gentlemen." In saluting an audience assembled under the auspices of some organized or formal call, it is proper to say Mr. President, Mr. Chairman, or Your Honor, for a Judge or Mayor.

PRECEDENCE OF RECOGNITION. The superior in rank should speak first to an inferior, though society is filled with a class who have no other capital than their audacity in addressing superiors on every occasion, and treating them with apparent intimate acquaintance. The elder persons should recognize younger persons first. Towards all persons the titles of address, Mr., Mrs. or Miss, with the surname in full, should always be used. It is not a sign of good breeding to salute a person with "How do you do, Mrs. S.?"

UNIVERSAL PRACTICE. No gentleman may stop to speak to a lady unless she shows signs of stopping first, and then make it brief. It is not polite for ladies to stand in public places in conversation. If she moves on before the conversation is ended it is a notice that you may join her. You should go, even if an inconvenience, and excuse yourself at the first opportunity. If she bows and moves on it is a notice that she has finished. Bow in return, lift your hat, and go on your way.

A lady should not be too demonstrative in her salutations. She should always recognize those whom she regards as her friends, but the recognition should be dignified and reserved.

A gentleman should never recognize a lady in any form without removing his cigar from his lips, if smoking.

The American habit of saluting persons of slight acquaintance by their first names, or nicknames, is no sign of importance or special privilege but rather shows a lack of manners. This custom amongst American ladies is particularly inelegant in a mixed assemblage or a public place. The use of christian names, nicknames or terms of endearment, is suitable only to the home circle, or among relatives or very intimate friends.

THE BOW. The graceful inclination of the head, termed the *Bow*, is the first symbol of friendly salutation, and applies to persons of all ranks in official place or society, and among ladies and gentlemen, together or separately.

In the use of the bow as a means of salutation, a lady always gives the

first recognition, except among intimate friends, when it should be at the same time. *Gentlemen* always bow to each other in passing. When a gentleman meets a friend or acquaintance and bows, the other gentleman with him, if any, should also make a slight bow.

In the drawing room a bow from a gentleman and a courtesy with a graceful inclination of the head from a lady are the most proper and formal acts of recognition. In return those saluted should rise and bow. A bow should always be returned, whether the parties be acquainted or not, and even if not friends. A lady or gentleman will never be exceeded in politeness.

A bow of recognition in passing on the road is proper, even if the parties are strangers.

SHAKING HANDS. When the salutation is accompanied by shaking hands, it is always proper, for the person extending the hand, to make some expression of greeting.

Always extend the right hand, if this be impossible extend the left, but simultaneously ask to be excused for so doing.

The host and hostess may extend the hand of welcome to all their guests.

A gentleman should await the offer of a lady's hand before extending his own.

It is an evidence of low breeding to squeeze a lady's hand when hand shaking, or to hold it while engaged in conversation.

In shaking hands both parties must always rise, if possible.

In shaking hands give the whole hand and not a finger.

If a personal friend, bring a letter of introduction from another part of the country, always shake hands.

THE HAT. Under all circumstances of private life or public occasion, the greatest courtesy is for a gentleman to raise his *hat*, or to remove it entirely if the occasion be appropriate.

In passing a lady on the street, or at her window, or in meeting her, a gentleman will raise his hat, but do not show the inside of it, at the same time making a bow of salutation. The lady simply bows in recognition of the courtesy.

To a civil officer of very high rank it would be courtesy to lift your hat. He should return the courtesy.

A gentleman passing on horseback or driving, should hold the reins and whip in the left hand, and raise his hat with the right. The lady returns the salutation with a bow.

In raising the hat, as a salutation, the hand farthest from the person saluted should be used. If a gentleman raises his hat to a lady or gentleman on the

street, all the gentlemen with him, if any, should also raise their hats without regard to acquaintance. Ladies in the saluting party make no salutation, unless personally acquainted with the gentlemen.

Remove your hat as soon as you enter the house, and especially when ladies are present.

Remove your hat in public places, where ladies are present, if in an apartment or public hall, but not in corridors or places used as a thoroughfare.

In handing a lady to or from her carriage, or in separating from her, lift your hat when you leave her.

THE GLOVE. It is forcing a point to remove the *glove* previous to shaking hands, unless perfectly convenient. To keep a person waiting for that purpose is embarrassing, if not ludicrous. In shaking hands with a lady the glove should be removed out of courtesy, if her hand be ungloved, otherwise it is optional.

In official as well as social etiquette it is customary for full dress to wear gloves of suitable material, color and style; therefore, a lady or gentleman in full dress, without gloves, whether host, hostess or guest, can have no occasion to feel offended if others also in full dress should extend a salutation with a gloved hand. A dress glove should not be removed during a formal call.

In passing on the street if the weather be inclement, or cold, it is not necessary for gentlemen to unglove the hand in shaking hands. At such times it is customary to wear gloves for comfort and protection. (*See Dress—The Glove.*)

KISSING. The form of *kissing* by way of salutation between opposite sexes is obsolete in the United States, except among relatives. Among ladies it still prevails, but it should be confined to intimate friends, and then on the forehead or cheek. In ancient times it was in vogue between the sexes in the best society, it being applied to the cheek, forehead or hand. It is still customary to a limited degree in Germany. In the United States it is never used, except restricted as above.

There is no objection to close relatives kissing in public, but it would be better not to expose this act to public gaze.

THE ETIQUETTE OF DRESS.

NEXT to polite conversation and deportment, dress is an element of distinction between gentility and low breeding.

FASHION. The reign of *fashion* and the servility of her subjects, have always constituted the one burden of society. Those, however, who can use

discretion in fashion, are doing the world a service by setting an example for the young. It can always be accepted as a safe rule that real ladies and gentlemen, those who have always been accustomed to polite society are the least conspicuously dressed, never bowing their heads in absolute subservience to fashion, nor neglecting its reasonable behests. Long custom has established the Easter Season as the time for the inauguration of the spring, and October as the beginning of the season for fall fashions.

THE TOILET. It was said by a French writer that women daily become more artificial. The milliner, the modiste, and the coiffeure aid the handiwork of nature, and the world is thus often deluded into admiration of symmetry which does not exist. Madame de Pompadour says it is the duty of women to be beautiful. There is more beauty in simplicity than in studied art.

The following French terms are frequently used to designate the different degrees of *dress* suitable for different occasions:

Grande Toilette. Full evening toilet for ladies appropriate for Receptions, Parties, &c.

Demi-Toilette, or afternoon or evening dress, suitable for Drawing Rooms or Informal Evenings "At Home," &c.

Costume de Rigueur. Full Evening Dress for gentlemen.

The carriage or visiting costume for ladies or gentlemen consists of such dress as would be suitable for the street, with bonnet or hat.

PERSONAL ATTRACTIONS. To be considered a lady, it is not necessary for a woman to be constantly referring to her health, and complaining of the exhausting effects of exertion or useful occupation. Nature designed the flush of health to radiate from the crimson cheek, the lustrous eye, and to find its type of perfect fullness in the symmetrical contour and grace of motion of a well-developed and rounded form.

Brantôme says of the elements of female beauty there should be:

Three white things—the skin, teeth and hands.

Three dark things—the eyes, eyebrows and eyelids.

Three red things—the lips, cheeks and nails.

Three long things—body, hair and hands.

Three short things—teeth, ears and feet.

Three broad things—chest, forehead and space between the eyes.

Nature furnishes these, and powders, perfumes and cosmetics destroy them.

Long nails are not elegant. This eccentricity was in vogue at the Court of Louis XIV.

DRESS. It is always an indication of genteel breeding to see men and women dress themselves well, but with moderation in style and colors. Avoid

incongruities of dress. This applies to men as well as women. A man with a flashy shirt, or loaded down with jewelry, would never be taken for a gentleman. The changing styles in dress, when observed in reason, form a pleasing variety.

The age, circumstances, time, place and surroundings of the individual should regulate the style of dress. Elderly people can dress in more costly fabrics than younger ones. In the harmonizing of colors in dress to suit complexion, great skill can be shown and pleasing effects produced.

Small persons should dress in large fabrics, light colors and small figures.

Tall persons in somber shades and large figures, and materials of rich and heavy texture.

Stout people should dress plainly, with vertical figures.

Slender persons should dress with drapery and flounces.

A LADY'S DRESS. A lady in her own house may appear in the morning in a wrapper. The simplest jewelry only should be worn. A lady visiting should appear in the morning in a dress of plain material.

A lady's dress in *public* places should suit the occasion. This her own taste must determine. She should avoid all showy dress in style and material and especially in the matter of jewelry. If she wishes to be taken for a lady by birth and education, she should observe this. The world of shoddy and vain pretenses imagines that flashy styles mean gentility, wealth and station. The sterling class do not think so, and the humble people know the difference between the real and the spurious article.

For attendance at *church*, dress austere and plain. Richness of material is allowable. For the *street*, dress of more style is admissible, but should be of subdued colors and not flashy. But little jewelry should be worn. For the theater, concert, promenade, or other evening entertainment, to dress with a rich cloak is proper. For the *opera*, the most elaborate toilet, including jewels, may be worn. For ladies *traveling*, or *recruiting* in the mountains, or at the sea side, plain dresses of substantial materials are best suited to the surroundings.

WHAT TO WEAR. In every instance the choice of colors and appropriateness of materials marks the lady of taste and culture. A lady should never permit herself to appear slovenly in dress. Riding and Driving Dresses should be plain and of rich material. Riding Dresses should be perfect in fit, so as to show the figure to perfection. All the materials should be heavy, including hat, gloves, dress and boots.

A lady *receiving* calls should dress according to her station and circumstances. In the morning she should be plainly dressed. In the afternoon

she should use richer material and jewelry. On special occasions, such as New Year's Day, or formal evening receptions, she should be dressed in full evening costume. Ladies *calling* should be dressed in as full style as driving or walking will permit, especially so at afternoon receptions of the ladies of officials. At a formal Dinner a lady should appear in "*grande toilette*," but little less elaborate than required at evening receptions. In England it is obligatory to appear in low-neck dresses. In this country this is not regarded as necessary. The hostess should be plainly, but richly dressed. Unmarried ladies should wear bright, married ladies subdued, and elderly ladies rich colors.

The *evening dress* of a lady should be governed by circumstances, but should always be of a quality and style suitable to receive callers. For parties, the more important the entertainment, the richer the dress. Dancing parties require toilets of simpler styles than receptions.

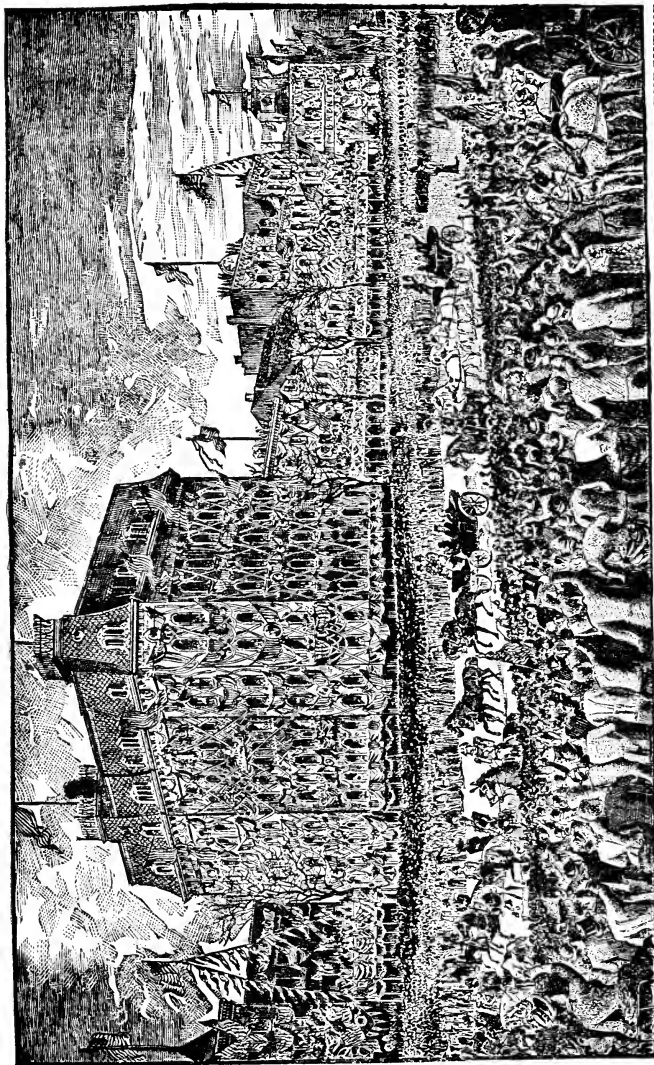
WHAT COLORS TO WEAR. The *colors* in dress should symbolize the years. Children should dress in gay attire, middle aged persons in neutral shades, and those of riper age in dark. In dress ladies should avoid violent contrasts. Blondes should dress in dark, and brunettes in light colors. Black or dark hair befits gay colors in fabrics and gems, while golden locks appear best in more somber hues.

A GENTLEMAN'S DRESS. The dress of a *gentleman* should conform to the prevailing fashions, but should not go to extremes. A gentleman should always be neatly dressed. It is not only a duty he owes to society, but will show that he respects its opinions.

To affect oddity of dress for the sake of being conspicuous, is the reverse of flattering to a person's reputation for good sense. The "ruffianly" style, perhaps, heightens the individual's own sense of importance, but society judges him as a person of coarse instincts and vulgar manners.

The *most suitable dress* for a gentleman is one of dark colors. The jewelry suitable for a gentleman does not go beyond a watch-chain, a seal ring, shirt studs, or pin of neat design, and sleeve buttons of the same character. Excellence of selection rather than quantity is the test of refinement.

The full evening dress, or *costume de rigueur*, of a gentleman, consists of black dress coat, black pants, black vest, white or black neck-tie, and well finished and fitting boots or shoes of patent leather or calf. The dress for morning calls consists of a black frock, or other suitable style of walking coat, light shade of pantaloons, and vest to match. The dress for street wear is the same, but of plainer material. A gentleman should always keep himself neat in dress and person, and his hair, beard, face and hands in proper condition.



THE INAUGURAL PROCESSION ON PENNSYLVANIA AVENUE, RETURNING FROM THE CAPITOL TO THE EXECUTIVE MANSION. (179)

THE GLOVE. It is not a universal custom in the United States to wear gloves as part of the ordinary dress of a gentleman, but it is in good taste. The use of the glove when worn should be subject to the following rules:

In walking or afternoon dress, in church, or at places of public amusement, a gentleman should wear gloves of subdued shades. At a full dress social entertainment, where there is dancing or at a wedding, reception or dinner party, he should wear white or light gloves. At funerals he should wear black gloves. (*See Salutations—The Glove.*)

THE ETIQUETTE OF CONVERSATION.

In refined society conversation may be classed as the highest order of entertainment. Music may be ranked next, and dancing last.

There is nothing in the whole range of social intercourse which affords so extended an opportunity to ladies and gentlemen to show their culture, education and wit, as conversation. Persons engaged in conversation should maintain a respectful distance. It is not always agreeable to maintain too close proximity, no matter how important or interesting the subjects under consideration. A person seated in conversation should take a graceful position. Nothing so quickly exposes a lady or gentleman to the charge of lack of breeding as their attitudes while thus engaged. The art of conversation is best attained when a person pays respectful attention to what others have to say; is not obtrusive in giving utterance to opinions, and is concise in style.

GENERAL RULES OF CONVERSATION. To achieve success in conversation, and to appear well in society, the following rules should be observed:

Adopt a modest tone and calm manner, instead of the violent antics of some people. It is well to show some enthusiasm in conversation, but not to the degree of assuming to know more on any given subject than every one else.

In mixed company conversation should be on general topics. Professional subjects and long stories, or talking about oneself, or on family matters, are extremely annoying to a general assemblage. Mothers should not repeat the anecdotes of the nursery. These may be interesting to themselves, but not to others.

Discussions on religion, politics, or any subjects upon which there might be strong prejudices, should be avoided in society. It is objectionable to controvert what others have to say.

Speaking one's mind on all occasions is an evidence of disrespect for the feelings of others. Inaccuracy of statement should be overlooked, or be

corrected without exposure of the persons making it. The style of taking people aside and talking mysteriously, shows a lack of regard for others and very poor breeding.

In conversation never use the initial as a means of designating a person. Always mention the full surname with the title of respect. A lady speaking of her husband as Mr. L., shows herself unfamiliar with the proprieties of social life.

Loud talking or laughing are exceedingly annoying to persons of sensibility; in ladies it is unpardonable. Modulate the voice to the proximity of the person addressed. Also avoid a whimpering, sentimental tone, that no one can hear; this is affectation.

It is much better taste not to use a word at all than to use a forced expression under a false idea of delicacy. There are some things not suited to social conversation, therefore, they should be left unsaid rather than to struggle to invest them with a sound of propriety by an awkward selection of terms, presumably less conspicuous. It would be better to say Mrs. S. has a son, than "there has been an event in the Smith family." The former conveys all needed information. The latter sets every one in the company to surmising, if not interrogating, what that event was. Straining on small points, or prudery, are an evidence of a perverted mind, or a lack of good sense.

Never strive to "show off." There may be those in your audience who are more experienced than yourself; under such circumstances you can imagine how ridiculous you appear. A man of shallow pretensions striving to astonish others, is entitled to no sympathy. Never undertake to instruct others, especially in matters of art, the masters, the opera, theater, or anything else, unless you are fully familiar with your subject, or you will soon have your ignorance shown.

Never adopt a boastful or patronizing style of conversation; nothing so offends a person of lower rank in society.

It is prudent never to repeat the conversations of friends, especially when they refer to each other, particularly if inclined to criticism.

It is a disrespect to interrupt others in conversation, even if they have too much to say. Strive to wait until they have expended their loquacity.

It is not essential to display a superservicable zeal in defense of your friends, unless the conversation be addressed to you.

Flattery is a sure sign of a lack of mental resources. There is a difference between a deserved compliment for some recognized merit, and the unmeaning twaddle of a sycophant. It may be pleasant to the ears of silly young persons, but sensible people estimate such talk at its real value.

It is wrong to suppose that ladies can only appreciate sentimental talk. Some may enjoy this style, but many do not.

Slang in a lady detracts from her title to respect. In a lady or gentleman it is low and coarse. Slang with many Americans is an important element of conversation. Such persons may be set down as of low associations in earlier life. The same rule will apply to cant.

Set expressions in conversation show a lack of mental fertility. These are common among sentimental ladies and shallow-pated boys. For instance, to some of this class everything is beautiful; a beautiful dinner; beautiful cream; beautiful coffee; a beautiful time, in fact everything is monotonously beautiful. This style should be avoided. Give adjectives their proper significance in their proper places.

High sounding expressions in conversation are not an evidence of learning, or even ordinary intelligence. Let every one speak naturally, and not be looking about for forms of conversation different from those used by sensible people. And above all avoid using foreign phrases, unless they have a specific application.

Vulgarity of expression is to be condemned in all. In refined society the only conversation is that freed from all the excrescences of low thoughts and unguarded tongues. Double entendres, intentionally made, are an evidence of a vulgar mind, and should be rebuked. Where they are simply the result of inadvertence, let them pass unnoticed.

No gentleman will be guilty of profanity in the presence of ladies, and it is no credit to his sense of respect for himself or others ever to enliven conversation in such a manner. Promiscuous profanity is an American institution.

TO BE REMEMBERED. Do not indulge in remarks disparaging of others. Absent minded people have no right in society. Give advice when asked. Avoid making a confidant of everybody. Do not ask too many questions. It is not polite to be "riding hobbies" in society. In a word, make your conversation harmonize with the tastes, feelings and opinions of others and you cannot go far amiss. You can show your ingenuity by promptly judging the subjects most interesting to those around you, and confining yourself to them. Do not force the subjects of conversation.

GOSSIP. The bane of society is gossip. People talk of each other because they have nothing else to talk about. A disposition to gossip is always a confession of malice, or of a small mind. In churches it generally takes the place of religious thought and fraternity, and rages like a pest. It has been a source of more enmities than any other cause. Gossiping is not confined to women, but is indulged in by so-called gentlemen. Those who indulge in

his sort of conversation, as a rule, do not possess brains enough to suggest subjects of useful conversation, and are without culture enough to rise above such petty malice.

THE ETIQUETTE OF SOCIAL ENTERTAINMENTS.

THE giving and receiving of entertainments reciprocally is one of the most attractive features of the intercourse among refined and cultivated persons in polite society.

CLASSES OF SOCIAL ENTERTAINMENTS. These entertainments may be classed as

General Entertainments, including Receptions, Drawing Rooms, or "At Homes," Balls, Parties, Soirees, Germans and Kettle Drums, &c., and

Select Entertainments, including Dinners, Breakfasts, Luncheons, Coffees, Teas and Suppers. The former embrace persons in social relations with the host and hostess. The latter are limited to intimate friends, or those whom it is desired to specially honor for some particular reason, and no person in society has a right to feel slighted if not invited.

HOURS. In all social entertainments, unless the hours are mentioned, the time of arrival should be from 8 to 10 p. m., and the time of departure from 11 p. m. to 12 midnight. Dancing parties usually end at 2 a. m.

AT THE DOOR. Upon all occasions of receptions, balls, parties and the more elaborate social affairs it is customary to stretch a carpet, and often an awning from the carriage steps to the door. A footman or servant should be stationed at the carriage step to open the doors of the carriages of arriving guests, and to give them the numbers of their conveyances, and should aid them in securing their conveyances when they leave. The gentlemen should remember their numbers so as to avoid confusion and delay when they depart.

GENERAL RULES. There are certain rules of decorum which apply to all social entertainments, and should be observed by host, hostess and guests, in order to preserve that degree of harmony and propriety which are essential to the full enjoyment of all present. These may be summarized as follows:

ARRIVING. Upon entering the house proceed directly and quietly to the rooms set apart for ladies' wrappings and gentlemen's hats and coats. To attempt to create a sensation is low. In ascending the stairs the lady should go first, and in descending the gentleman should go first to be ready to receive his lady at the foot.

ENTERING. The gentleman should offer his left arm to the lady, which she should accept by gracefully and lightly resting her hand therein. The couple should then proceed to the drawing-room. Upon entering they should bow and address the host and hostess. After that they greet any of the guests they may meet in the course of the evening. It is not necessary to go through the entire party in regular order.

THE HOST AND HOSTESS. In your own house all your guests are equal for the time being, and have equal claims upon your attention. A host and hostess should not overlook their younger guests. Their appearance in society is attended with natural reserve and timidity, and an effort should be made to make them feel at ease. The relief and encouragement which such treatment gives to a young lady or gentleman, mingling with older and more experienced persons, will never be forgotten.

DON'T. Avoid being officious by assuming to do the honors in another's house, unless requested, and do not constitute yourself master of ceremonies unless asked to do so by the host or hostess.

Do not offer a person a chair from which you have just risen, unless there be no other in the room.

Never take the chair of the mistress of the house, even though she be absent.

Never force yourself in a position to be recognized by another. If you desire recognition make it appear as if you met by accident.

AS GUEST. A gentleman should always address his wife in company as Mrs., and never by her initial nor her christian name, nor "my wife." The christian name should only be used among relatives or very intimate friends. This rule will apply with even more force to a lady.

In a social entertainment persons can open a conversation with each other without an introduction, as the place and circumstances indicate that none but persons of the same social class are present. The acquaintance, however, terminates with the evening, and no recognition is required thereafter. If the acquaintance is to be continued, the parties should be formally introduced.

It is the height of impoliteness to take any one to a social entertainment, no matter how intimate your relations with the host or hostess, without first inquiring whether it would be agreeable.

Lounging on sofas or easy chairs, in society, is impolite, and with ladies present, extremely vulgar. No one in good health should appear in society unless physically equal to the decorum of the occasion.

To be wandering about the room, in company, and handling articles of vertu is an evidence of vulgar breeding. Such things can be admired more appropriately by the sense of sight than the sense of touch.

Pride and display are never regarded as the evidences of consequence on the part of individuals, and generally inspires the contempt rather than the admiration of those whom it is designed to impress. Those most entitled to position make the least display of it.

It is the height of impropriety for persons to carry their whims into company. If they are not in the frame of mind to be agreeable, their absence would be more satisfactory than their company. In a mixed company no one cares about the grievances, afflictions or notions of others. Exhibitions of emotion in company should also be repressed.

A person should never lose temper in company, and should not notice any supposed slight. If any one adopts an offensive manner, strive to appear not to notice it. If it should require attention do not disturb the entire company, but wait until the party retires.

DEPARTURE. Upon withdrawing after a social entertainment of any kind, it is proper before leaving the Drawing Room and while taking leave to express to the host and hostess the pleasure you have experienced during the evening. In taking your departure do so with as little commotion as possible.

RETURN CALLS. Those who have accepted social recognition in the way of invitations to social entertainments, should make a call upon the hostess on her first reception day after the event. If she has no day for receiving, a call should be made or a card left within ten days. This applies whether the invitation were accepted or declined.

INVITATIONS.

The forms of *Invitations* vary according to the object of the entertainment, or the event to be commemorated. Those of a special nature will be given in their proper places.

In purely informal gatherings a verbal invitation from the hostess to her lady friends, whose company is desired, or by the host, or some male relative, or special friend of the family, at the request of the hostess, to the gentlemen whose presence is desired, is sufficient.

FORMS OF INVITATIONS AND DECLINATIONS. The ordinary forms of invitations are engraved in blank, as follows:

Mr. and Mrs.

Request the pleasure of

Mr. and Mrs.'s company

On evening, (date)

At o'clock.

(Character of Entertainment.)

(Residence.)

This is the best form, as it designates the name of the person for whom the invitation is intended.

The day of the month may be written. The hour should be numerals.

The acceptance or declination should be written and partake of the same form as far as practicable, as

Mr. and Mrs.'s

Compliments to

Mr. and Mrs.,

Accepting with pleasure their kind invitation for evening, the

Or if declined,

Mr. and Mrs.

Regret that they cannot accept the kind invitation of Mr. and Mrs....., for evening, the

The form of an invitation to a Drawing Room, or an "At Home:"

Mr. and Mrs.

At Home

Tuesdays,
from 3 to 5 P. M.

(Residence.)

The following is the form of invitation to a *Dancing party* given during the season at the fashionable hotels:

..... (Name of Hotel.)

The pleasure of your company is respectfully requested for evening, at P. M. (date.)

To Mr. (and ladies)

Compliments of

This card must be shown at the Door.

"Not Transferable."

Dancing.

The following is the form of an invitation to an *Assembly*.

The pleasure of your company is

Requested at an Assembly to be given at

(Place) on evening, (date), at o'clock.

Committee:

.....

.....

Secretary.

An answer to the Secretary is requested.

The following is the form of invitation used for the citizens' reception and ball usually given on the night of the inauguration of the President:

Inaugural Reception.

Promenade Concert.

(Appropriate designs with vignettes of the President and Vice-President, national arms, flags, eagle and other national symbols.)

The pleasure of your company is requested at the, Washington, D. C., March 4, 18..

(Here, in appropriate arrangement, follow the names of the officers of the executive committee and the committee of arrangements.)

Another form of Invitation is,

First Grand Ball

of the

Marine Guard,

Navy Yard, Washington, D. C.

To be held at Hall,

On, at o'clock.

Compliments of

Not Transferable.

FRENCH PHRASES. The following are the *abbreviations* of French phrases, or terms frequently used in invitations, and the corresponding expressions in English.

R. S. V. P. *Repondez s'il vous plait*, answer if you please.

Soiree Dansante, Dancing Party.

Soiree Musicale, Musical Party.

Cotillion, Cotillion.

Bal Masque, Masquerade Ball.

Fete Champetre, a rural Entertainment.

Conversazione, (Italian,) An Entertainment for Conversation.

Dejeuner, Breakfast, meaning at 11, A. M.

GENERAL RULES. The following *rules* should govern all invitations: Acceptances and regrets must be addressed to the hostess.

An invitation sent to several members of the same family may be enclosed in the same envelope or sent separately. The forms of invitations are the same, the daughters may be included in one invitation and the sons in another, if unmarried and living at home.

Never use an abbreviation in the wording of an invitation.

All invitations to a private entertainment, which contain the words "request the honor or pleasure of your company," require an answer, whether the usual request be granted or not. It is not necessary to accept or decline invitations to receptions, unless requested to do so, as these are more of a

ceremonial than of a social character. Invitations to an "At home" require no answer, as such entertainments are of an informal nature.

Invitations to a reception should be sent out from ten to twenty days in advance, and to a dancing party, or ball, from ten to twenty days, according to the importance of the occasion. Levees, public receptions and drawing-rooms, are usually announced in the public prints. Invitations to "At Homes" are issued at the beginning of the season and designate the days and the months they will continue, and whether in the afternoon or evening. Invitations to dinner may be issued from ten to twenty days in advance, and must always be answered.

All invitations to parties, balls, soirees, dinners, and formal breakfasts, luncheons, coffees and teas, should be promptly answered, not later than two days after received. It matters not whether an answer be requested or not. Should anything occur to prevent carrying out an accepted invitation a note, of explanation, giving the reason, should be sent at once.

Acceptances or regrets may be sent through the mail

Never send invitations to some friends and cards to others for a social affair, except marriage announcements.

TAKING A LADY. In attending a social entertainment of any kind a gentleman desiring to accompany a lady, should either call upon her and ask her to accompany him or address her a written note to the same effect. The usual form of such a note would be,

Miss

May I have the pleasure of your company to the ,
at , on evening, the of at o'clock.

With respect,

Washington, D. C. , 18..

The lady should reply promptly:

Mr.

It will give me pleasure to accompany you to the ,
at , on evening, the of 18..

Washington, D. C., , 18

or,

Mr.

I regret that a previous engagement (or stating any other reason) prevents me from accepting your kind offer for the at on, the of 18..

Washington, D. C., , 18..

All invitations, if not answered, are regarded as accepted. Where an answer is requested it would be discourteous not to give it.

THE DEBUT IN SOCIETY.

A custom much to be applauded, is the recognition of the *entrance* of a young lady into society by some suitable social demonstration. The custom of society has established the time for such an event in a young lady's life at any period between the years of eighteen and twenty. The pernicious practice of impatient mothers permitting their daughters to enter society earlier, cannot be too severely deprecated. To launch a young lady into society incomplete in education necessary to fit her to appear well among her associates; incomplete in judgment to protect her against the snares which beset her path, and incomplete in that discretion necessary to put her on her guard against actions, innocent though they may be, but upon which society will only too readily put its own construction, is to assume a responsibility which should be well considered beforehand. The standard of society is regulated entirely by the character and accomplishments of the ladies who compose it. For this reason it is all the more important that society should be made up of the best material.

The importance, therefore, of the debut of any young lady can be appreciated. It marks the era in her life when she enters the arena of society as a woman and is entitled to all the proper and rightful privileges of her social position. She may now receive the courtly attentions of gentlemen, and may appear in public as the mistress of her own will. By her own acts she wins her way to the homage of her friends and glory of her sex by filling a high place in the social sphere, or falls a wreck to the many dangers which beset her path, and disappears forever from the society of her friends. The tender care of a mother still watches her footsteps, but maternal solicitude is no longer the law to govern her. She is her own mistress before the social world.

THE PRESENTATION. The first step in the *presentation* of a daughter to the social world is for the young lady, in company with her mother, to call upon such lady friends whose acquaintance she wishes to retain. A day is then fixed for the *debut* and invitations are sent by messenger or mail ten days before the time. These invitations should be engraved and printed in fine style, like other invitations. The usual form is as follows:

Mr. and Mrs.

Request the pleasure of presenting their daughter,

Miss
to

.....
to

.....
on evening, at o'clock.

Dancing at

(Residence.)

The form of acceptance is the same as for other social entertainments:

Mr. and Mrs.

Accept with pleasure

Mr. and Mrs.'s

Invitation for evening

These invitations are sent to each member of the family and should be replied to in the same form.

It would be proper for the more intimate friends of the family to recognize the event by sending on the day named some suitable floral or other tribute.

On the evening of the entertainment the mother receives the guests as they arrive and formally *presents* them to her daughter. It is proper for guests to welcome her into the social world by appropriate expressions of congratulation.

When the *supper* is announced the father, if present, escorts the debutante, while the mother is escorted by a gentleman selected by the father. If the father is not present the young lady should be escorted by the nearest relative of suitable age. In the dance the father or the nearest relative should be her first partner, and after that she can select or accept the offers of others. She should not dance twice with the same person.

The daughter is now a young lady in every sense of the term in the vocabulary of polite society. Thereafter all visits of etiquette, while made upon the mother, should also include her.

Sometimes a debutante dinner is given, with a dancing party after.

SOCIAL DUTIES. It is customary during the first season that the debutante should not use a card of her own, but her name should be engraved on the same card with her mother. She makes no visits of etiquette alone and only receives them in company with her mother. After the first season she has her own card and receives her own company.

ENTREE OF A GENTLEMAN. No ceremony attends the entree of a young *gentleman* into society. His youthful services to his mother and sisters have already given him a schooling in social affairs, which he employs in a broader sphere when the attractions of polite society begin to have an interest to him.

It is not unusual to celebrate the arrival of a son at his majority, by inviting a few friends to a social gathering.

The following is the form of invitation used for such an entertainment :

Mr. and Mrs.

Request the pleasure of

.....'s

Company to celebrate their son's majority

on evening,, 18....

An early answer is desired.

(Residence.)

RECEPTIONS AND DRAWING-ROOMS.

BALLS AND PARTIES.

The ceremonial *Receptions* or *Drawing Rooms* are the usual forms of entertaining friends in Official or private life, socially. They also afford to strangers of social standing, in the city, an opportunity to pay their respects to the distinguished resident ladies and Officials which they otherwise might not enjoy.

NEW YEAR'S RECEPTIONS. The *New Year's Receptions* begin the season of social festivity, both in official and private life, at the National Capital as well as elsewhere. The custom of holding New Year's receptions originated in the practice among the sovereigns and ruling princes of the old world of granting an audience to the ambassadors, envoys and public ministers of sufficient rank, of other countries, for the purpose of receiving their congratulations upon the opening of the New Year. The receptions of a similar character at the Executive mansion have the same object in view, the Diplomatic corps being present by invitation, and the representatives of the three co-ordinate branches of the Government and people by public announcement in the newspapers.

The reception at the Executive mansion is followed by receptions held by the members of the Supreme Court, and the Cabinet, and their ladies, in society, and the ladies of Senators, Representatives and others in social life. The announcements are usually made the day before in the newspapers. This is sufficient notice to all friends and proper persons that they will be welcome.

The *time for receiving* New Year's calls in some cities begins at 10 a.m. In Washington it is customary for the members of the Cabinet, Diplomats, Senators and Representatives, officers of the Army and Navy, and Officials, to call upon THE PRESIDENT first. As these receptions begin at 11 a. m., the receptions at the residences of the Cabinet Ministers (except the Secretary of State) which begins after the Diplomatic breakfast, and in social life, begin at 12 noon and last until 5 p. m. In some cases where a number of ladies are receiving at the same place it is not unusual for the hostess to invite a few gentlemen to return in the evening to dance.

In some instances ladies in society issue *cards* of invitation, which are in the name of the hostess, neatly engraved in form, as follows:

Mrs.

At Home,

January first, from 1 till 9 o'clock P. M.

(Residence.)

If any daughters or invited friends receive with the hostess, their cards should be enclosed in the same envelope. The issuing of invitations, however, is not desirable for many reasons.

At all New Year's receptions the windows are darkened, so as to exclude the sunlight, and the rooms are brilliantly lighted. The hostess and receiving guests are in *grand toilet*. In official New Year's receptions the official is the principal receiving party. In social life the New Year's greetings are to the lady of the house. Gentlemen calling should provide themselves with a full supply of *visiting cards*, as the cards left on these occasions are preserved and referred to in selecting the guests for future entertainments during the season. This applies to official as well as social occasions.

ROUTINE OF RECEPTIONS At New Year's Receptions a servant opens the door without delay to arriving guests. Gentlemen leave their cards in the receiver in the hall, and after disposing of their overcoats, enter the Drawing Room with or without hat in hand. The ladies who stand at the opposite end of the main parlor, receive them, the hostess bows or extends her hand and acknowledges any complimentary remark with a suitable reply, or bow of recognition, and turning presents the callers to the ladies receiving with her. The latter will simply bow. If any callers have been invited as the friends of one of the receiving ladies, the latter will greet them cordially and present them to the hostess. After this exchange of the compliments of the season, which should be brief, if other callers are approaching, the hostess invites the callers to partake of refreshments. The callers retire alone, if disposed, and are served by waiters. It is not irregular for the hostess to ask one of the receiving ladies to accompany any gentleman whom she wishes specially to honor, to the refreshment room. The lady should remain to see that the gentleman is waited upon, and may then excuse herself and join the receiving party. If the callers are few, the hostess can step to the refreshment room, but she must never be absent from her place when a caller appears. Nothing is so embarrassing to a caller as to be compelled to wander about looking for the hostess. A New Year's call should not extend beyond from five to fifteen minutes. After leaving the refreshment room, the caller should pass through the receiving parlor and bow to the ladies as they pass out.

The *refreshments* should be light, consisting of coffee, chocolate, bouillon, sandwiches, cold meats, salads, cakes, ices and confections. The serving of wine is optional, and, as a rule, objectionable. Frequently gentlemen refrain from its use, not desiring to discriminate among their lady friends, and ladies accustomed to serving wines at other entertainments, refrain on this, on account of the danger of an abuse of the courtesy.



THE PRESIDENT'S ANNUAL RECEPTION TO THE ARMY, NAVY, AND MARINE CORPS.

(1913)

The proper *dress* for gentlemen for making formal calls should be the style in vogue for morning calls, or a dress suit with subdued colors in ties and gloves.

In less formal New Year's receptions a lady may simply write on the lower left hand corner of her visiting card "January first," and send to such gentleman friends as she may particularly desire to see on that day. Refreshments must be served, but not on an elaborate scale. The *costume* for ladies in this case should be such as would be worn for ordinary visits of ceremony with light colored gloves. The reception room should not be illuminated, daylight being more suitable to the informal character of the occasion.

The *hours* of *receiving* and the formalities incident to such receptions are the same as for a more elaborate affair.

In the case of any lady, for reasons satisfactory to herself, *not receiving*, it would be proper to place a card-basket at the door to receive the cards of callers. Gentlemen unable to call may send their cards by mail or messenger, so as to reach the parties before the hours of receiving. Gentlemen may also visit each house and send their cards in by a servant. The upper right hand corner (felicitation) should be turned to show delivery in person.

New Year's *cards* are frequently designed for the occasion, and it is proper to write on the upper left hand corner, For Mrs., "*Compliments of the season.*" It is not improper for a gentleman to leave a card for an elderly or invalid gentleman friend in the house.

During the first week after the New Year's receptions it is usual for receiving ladies in society to make *calls* of *congratulation* among themselves. These personal calls are disposed of before the usual duties of the gay season fully consume their time.

GENERAL RECEPTIONS. The evening receptions given by the higher members of the three co-ordinate branches of the Government have been mentioned elsewhere. The *evening receptions* in social life are conducted in the same manner, and include friends and acquaintances in and out of official life. The *invitations* should be sent out at least ten days in advance.

The following are the *forms* of invitations used on such occasions :

To a reception in honor of a *distinguished guest* :

(*Initial.*)

Mr. and Mrs.

Request the pleasure of your company
to meet

The Secretary of and Mrs.,
..... evening, the, from to
..... o'clock.

(Residence.)

Another form is :

(*Crest.*)

Mr. and Mrs.

Will be pleased to see

Mr. and Mrs.

on the day of, from till
o'clock P. M.

(*Residence.*)

Another and simpler form is :

Reception.

Mr. and Mrs.

At Home

..... evening, the at o'clock.

Or,

(*Monogram.*)

Prof. and Mrs.

Reception.

..... evening, at o'clock.

For a *public* reception :

(*Initials.*)

Masonic Temple.

Reception

..... evening, at o'clock.

Complimentary.

Mr.

Yourself and ladies are cordially invited.

Committee of Arrangements :

.....

Invitations to receptions require no acceptance, unless specifically requested.

The usual *hours* of holding evening receptions are from 8 to 11 p. m. Ladies appear in grand toilet and gentlemen in full dress. The arriving guests are directed to the dressing-rooms and after removing their wrappings, the gentlemen join their ladies. Each gentleman offers his arm to his lady and descends to the drawing-room, which the couple enter and pay their respects to the host and hostess. (*See Etiquette of Social Entertainments.*) The guests move about the room addressing their friends and engaging in conversation with them. *Refreshments* are served at 10 o'clock. The gentlemen, assisted by servants, in turn wait upon the ladies who accompanied them into the refreshment room.

After the host and hostess return to the drawing room the guests follow and after a few moments take leave and withdraw to the dressing rooms. Here they secure their wrappings and should depart quietly. Guests who arrived in carriages, leaving their ladies in the hall, should give their names or numbers of their carriages to the groom or a policeman outside, who will announce them, and rejoin their ladies to await notification. It is not unusual, where the throng of vehicles is great, for ladies and gentlemen to step outside and take their carriages at some point previously agreed upon.

DRAWING ROOMS. The *Drawing Rooms* of ladies in official or social life are held on certain days and are governed by the same formalities. (*See Reception Days and Receptions, Official Etiquette*)

These receptions are held between the *hours* of 2 and 5 p. m., and are open to ladies and gentlemen, resident or strangers, in good society in Washington or at home. The proper *costume* for the receiving lady is evening dress but not grand toilet. Ladies calling should wear street costume and enter with bonnets. Gentlemen are also attired in walking costume and enter with or without hat in hand, but leave their overcoats in the ante-room.

The *Drawing Rooms* of ladies in social life are held principally by those known in society and are frequently announced in the daily newspapers.

In attending an afternoon reception hand your *card* to the usher at the door, who will announce your name and deposit the card in the card basket. If there is no usher, deposit the card in the card basket yourself, and announce your own name as you approach.

The receptions usually termed "*At Homes*" may be held either in the afternoon or evening. These receptions, when held in the evening, are by invitation as follows:

Mr. and Mrs.

At Home

Wednesdays in January and February,

from to o'clock.

These entertainments are designed for personal friends, and are less formal than receptions. They are frequently taken for formal receptions, however, and guests dress accordingly. They are properly intended to afford friends in the city an opportunity to call in a sociable way, but as a rule it is not always safe to regard them in that light. It is due to the host and hostess, and to the guests, that a distinction be made. An invitation to a Reception should be considered as an announcement that the official or private citizen and the ladies of his family would be pleased to see their friends in full evening dress and an "*At Home*," that they would be received informally in calling dress

and bonnet. The safest distinction to make, is to regard an "At Home" during the day-time, a calling costume affair, and during the evening full dress.

DANCING PARTIES AND BALLS. It is not considered elegant for ladies in polite circles to attend public balls. Exception, however, may be made on occasions of an official event in which a grand ball or public entertainment is the opening or closing ceremony.

In giving a *private ball* or formal *Dancing party*, it should be done in good style, or not at all.

The *cards of invitation* should be issued not less than ten days in advance in order to allow the ladies ample opportunity to make their preparations. The invitations to a Dancing party are in the name of the lady. The number of guests should be determined by the accommodations. Over crowded apartments are an inconvenience to the dancers, and detract from the pleasure of the occasion. One hundred dancers is a large number for an ordinary private ball or dancing party. It is generally safe, however, to invite one-fourth more than a convenient number.

The following is the usual form of invitation to a dancing party:

Mrs.
Requests the pleasure of the company of
Mr. and Mrs.
On evening,
at o'clock.

(Residence.)

An answer is desired.

Dancing.

If the entertainment be simply a party, use this form:

Mr. and Mrs
Compliments
For evening,
from to o'clock.

(Residence.)

The favor of an early answer is requested.

Dancing.

An invitation to a private ball should read,

Mr. and Mrs.
Compliments
to Mr. and Mrs., and request the pleasure
of their company at a ball evening the
.... of

An early answer is requested.

(Residence.)

It is always desirable to state the character of the entertainment.

If the party or ball be in honor of a *debutante* her card may be enclosed with the invitation.

The *acceptance* or *regrets* should be sent within two days after the invitation. In event of an occurrence, subsequently, preventing attendance, a note of explanation would be admissible. The following general forms are used:

Mr. and Mrs.'s compliments and accept with pleasure the polite invitation of Mrs., for evening, the, or

Mr. regrets that absence from the city (or any other reason may be stated) will prevent his acceptance of the kind invitation of Mrs., for evening, the

These may be sent by messenger or mail and should be addressed to the lady.

The *dress* suitable for such entertainments is grand toilet for ladies and full evening dress for gentlemen. White or light colored kids should be worn and should not be taken off until supper.

The selection of *guests* should be with reference to their ability to dance. Nothing so destroys the pleasure of this class of entertainment as to have a large proportion of persons who cannot or will not dance. The *success* of a Dancing party depends largely upon three requisites, a smooth floor, a good supper, and excellent dancers.

There should be *dressing rooms* for ladies and gentlemen sufficient to accommodate the guests conveniently, and servants to attend upon them. In each dressing room should be blank cards for the use of the guests. A tablet or printed list of the dances, with blanks opposite, would be convenient for ladies and gentlemen to note their engagements. Intimate friends may *arrive* early so as to extend their greetings before the throng becomes great. Guests should arrive from 9 to 10 p. m. The *lady of the house* should occupy a place in the drawing room most convenient for the guests to pay their greetings.

The gentlemen should always wait at the dressing room door for their ladies, and when ready, should offer the left arm to his lady and escort her to the lady of the house, where both should extend their greetings and pass on to make way for those who follow. Persons not accustomed to good society, stop to enter into conversation, to the great annoyance of the hostess and impatience of the guests who follow. A lady, as a rule, should never enter the drawing room unattended. If she has no escort let her accompany a gentleman and lady friend.

If the lady you are attending has other admirers, it is proper deference to her and to the pleasure of the general assembly not to absorb all her time,

but like a true gallant permit her to have some range to her caprices, being always watchful, however, that she is not neglected.

The host should always see that all the guests are enjoying themselves. The hostess should be dressed in a subdued manner, and should be equally polite to all.

There should be seats provided around the room for those who are not dancing.

On all occasions, private or public, where there is dancing there should be a "*Master of Ceremonies*." If the occasion be a private dancing party the hostess may select a competent gentleman to act, and he should not decline. He should call the dance, see that those who wish to dance are supplied with partners, and that all are in their proper places. He then signals the musicians (who should recognize no other authority) to begin. Gentlemen should engage their partners for the dance before the music begins. Should a gentleman be unacquainted with a lady, he should be presented by the Master of Ceremonies, or some mutual friend, before he asks her to dance, otherwise, in polite society, she would unhesitatingly decline.

When the dance is over the gentleman should promenade a few moments with the lady resting on his left arm, and then escort her to a seat, or surrender her to her partner for the next dance. The gentleman thanks her for the pleasure the dance has afforded him. Should a lady feel fatigued, and desire not to dance, it would be polite for the gentleman, unless otherwise engaged, to remain with her during the progress of the dance.

The time for *supper* is between eleven and twelve o'clock. The host conducts the principal lady to the supper room, followed by the guests. Each gentleman should escort a lady to the supper room, should there be a sufficient number present, wait upon her and return to the drawing room with her. The *hostess* usually lingers until the last to see that everything is in order. Should a high official or specially honored guest be present she will follow the host and lady to the supper. It is the grossest impoliteness to permit a lady to look out for herself.

If the entertainment be a ball, the supper room should remain open until the end. At an ordinary dancing party refreshments are served at a stated hour. There should always be iced water or lemonade where convenient to the guests.

It is no compliment to the ladies and no credit to the gentlemen to pass most of the evening after supper in the dressing rooms smoking and perhaps indecorous drinking.

The dancing should be resumed after a brief intermission after supper.

A dancing party or ball should not be kept up too late, no matter how urgent, for politeness sake, the host or hostess may be. The older guests should set the example for the younger to follow, with respect to leaving.

Guests should not make undue commotion in leaving. Take leave of the hostess. If she cannot be found readily, it is not etiquette to be running over the premises in quest of her, but to await her appearance or leave quietly.

The invitation to a ball or dancing party should be recognized within the week after. The ladies call in person. The gentlemen call in person or by card.

GENERAL RULES. The following are the *general rules* of etiquette governing the decorum of dancing parties or public or private balls.

Presentation to a lady in a public ball room, for the purpose of dancing, does not entitle a gentleman to an acquaintance. Meeting her afterwards he should await recognition.

Lead the lady lightly through the dance, do not drag her nor seize her by the hand roughly.

Never take part in a dance unless you know at least enough to keep out of the way of those who are familiar with its figures.

Gentlemen should dance quietly. Dancing is an exhibition of the grace and not the muscularity of motion.

Should a lady politely decline the invitation of a gentleman to dance, and subsequently dance with some one else, it is not to be taken as an offense. She may simply have preferred another. A lady cannot be expected to dance with those who come first, or not at all. She is entitled to the selection of her own partner in the dance.

If a lady engages to dance with a gentleman, in some future dance, the latter should be mindful to present himself at a seemly time before the dance is called, otherwise he might prevent the lady from obliging some one else. Such an oversight might be treated as an insult.

A lady waltzing with a gentleman, the latter should rest his open hand lightly on the lady's waist.

It is no evidence of gallantry to be officious in defense of the ladies, and no notice should be taken of such a performance, except in an extreme breach of decorum. In lesser matters a lady will take better care of herself. In a matter of this kind she has the decided advantage of a would-be gentleman.

Never take an uninvited friend to a ball or dancing party without previously asking permission. A person so invited should also return a card.

Want of reserve in either sex, slang, and defiance of the restraints of polite society, are without excuse, even in a ball room.

"THE GERMAN." The etiquette of the "*German*," is the same as for a Dancing party. The hostess should exercise care in the choice of the leader of the dance, and the favors provided for those who dance should be

carefully *selected*. The hostess should strive to have the favors as evenly distributed as possible, or at least should encourage those who are less fortunate than others.

The usual *forms* of invitation are

.....
The pleasure of your company is requested at the
Leap Year German
..... evening,
..... Hall.

Dancing at 8 o'clock.

German at 10 o'clock,

Or, Committee:
The German Club
Request the pleasure of

.....'s company on evening, the day of, at
.... o'clock, at

Dancing at o'clock. German at o'clock.

It is customary to pass the early part of the evening in the waltz or other dances, and to begin "The German" after supper.

It is often the custom for certain ladies and gentlemen to practice "The German." In this case the lady of the house at which the dance is to be practiced issues the invitation as

Mrs.

Asks the pleasure of your presence at a meeting of
"The German," on evening, , at
o'clock. (Residence.)

It is said that this elaborated form of cotillion was first danced at a ball given to the allied sovereigns after the battle of Waterloo. The favors are simply to enhance the pleasures of the occasion.

FASHIONABLE DANCING. The *Quadrille* is the favorite of all classes, as it affords ample field for grace of motion, without much previous knowledge of intricate steps. It is also a conversational dance, and therefore is a source of entertainment to those who dance more for politeness than pleasure. The dance admits of as much state or gayety as the participants are disposed to bestow upon it. But the energy of the gentlemen should not be carried to the extent of roughness. An easy graceful motion is in best form.

The *Lancers*, a more animated dance, is also more complicated. It is best adapted to young people, with whom it is a great favorite. As a rule, only persons familiar with its complicated movements should attempt to dance it, or at all events to lead, so as to set the example to those less familiar with it.

The *Round dances*, as waltzes and polkas, should be danced with grace. The

old time prudery against round dancing by ladies and gentlemen not related is less rigid of late years. It is a subject which should be governed by the lady's own inclinations. She may dance with a gentleman relative or friend with propriety, but a lady will never waltz with a comparative stranger, nor a ball-room acquaintance. The gentleman and lady in waltzing should not appear to be leaning upon each other. The gentleman should be firm but gentle in holding the lady's hand, and should not seize her so as to embarrass her step. The Americans are the best waltzers in the world.

The *Minuet*, the ancient dance of French royalty, is the culmination of grace, comprising an easy motion, stately step, graceful courtesy and dignified bow. It is well adapted to the display of elegant toilets with trains, but is not a popular dance on account of the difficulty of dancing it well by a mixed company and without previous careful training.

The "*German*," or cotillion, the etiquette of which has been given, is the favorite dance in army and navy and the select circles of fashionable dancers.

The *Galop*, the *Virginia Reel*, and *Sir Roger de Coverly* are usually the closing dances, and are generally somewhat rompish, but should never be carried to rudeness.

No one in polite society should make fashionable entertainments a school for dancing. Every lady or gentleman, if they wish to dance, should avail themselves of previous training under the tuition of a dancing master.

In society, to be a good dancer is a great accomplishment. To be a poor dancer shows a lack of training, but to be rough shows a lack of the instincts of a gentleman.

OPERA AND THEATER PARTIES. It is proper in polite society for a young gentleman to invite his lady friends to an opera or theater party. The parties of this character are designed for young gentlemen who have the means and who desire to return social kindnesses received by them from their friends, and who have not the facilities for reciprocating at their own homes. In all opera or theater parties, where young ladies form part of the company, it is necessary to secure the presence of a married lady of suitable age and experience, a relative if possible, to *chaperon* or matronize the party. The invitations are given by the young gentleman in person to the mothers or guardians of the young ladies, and may also include a suitable gentleman relative, if possible. He should also mention the name of the lady who is to matronize the party, and the names of all the young ladies and gentlemen invited. His invitation having been accepted he should give directions for the assembling of the party. The invited guests should meet at the residence of the matron, or one of the party, or the principal box occupied by the matron, at the place of amusement. In the latter case the tickets of admission should



AN OPERA BOX PARTY.

be left with the invitations. After the entertainment, the guests may be invited to supper ordered in advance at a suitable restaurant. The matron of the party presides, and the same decorum should be observed as if it were a formal dinner. The matron also indicates the time to return home. The host should call on the matron and the families of the young ladies within a week, to inquire after the health of his guests. The young ladies should call within a week on the matron.

When an opera or theater party is given by a lady from her own home, a more elaborate form would be to give a dinner to her guests, but that is not necessary, and then visit the opera or theater, and have light refreshments after their return. The lady issues invitations, and appoints the hour for assembling at her own house. She should include an equal number of young ladies and gentlemen, rarely exceeding four or five couples. The invitations should be written, and should state the character of the entertainment, as follows:

Mrs.

Compliments to Miss (or Mr.)

And requests the pleasure of her (or his) company at an

Opera (or Theater) party on evening, the

(date) of (month)

Dinner at o'clock.

(Residence.)

This invitation should be accepted or declined on the same day, if possible.

The toilets of the ladies and the costumes of the gentlemen must be suitable for the occasion. The opera admits of more elaborate toilets than for the theater. Gentlemen may appear in full dress, with dark tie and colored gloves.

Each gentleman guest should call or leave a card within a week after the entertainment.

FANCY DRESS PARTIES. If the guests are expected to appear in *fancy dress* or *masked*, this should be noted on the lower left hand corner by the words "*Bal Masque*, or *Fancy dress*," from which the guests will understand what is expected of them. No persons should accept such an invitation unless they intend to comply with the wishes of the hostess. Invitations to this character of entertainment should be sent out not less than two weeks in advance, so as to give time for the preparation of costumes. The formalities and rules of decorum in all these entertainments are the same as apply to general social entertainments.

CARD PARTIES. At an evening party where card playing is to form the feature, the tables should be in a room apart from the rest of the company. If there are more than four present and all express a desire to play,

each person should draw a card. The persons drawing the highest are excluded. The four persons who have drawn the lowest cards again draw for partners, the two highest become partners, and the two lowest have the choice of seats and the deal.

If you do not understand the game, decline to play. Nothing is so annoying as to be compelled to put up with the blunders of persons unfamiliar with the game. In society never be too exacting in enforcing the penalties of the game. Whilst the cards are being dealt they should be allowed to remain on the table in order not to confuse the dealer. Every one should scrupulously observe the rules and give their whole attention to the game. To be playing and conversing with a friend is a gross disrespect to the others in the game. In losing or winning show no undue temper or exultation. It is not uncommon in English and Continental society to wager sums of money on the game. This is not permitted by the sentiment of American society.

TEA PARTIES OR KETTLE DRUMS. *Tea Parties*, with music, may be held either in the afternoon or evening, usually at the former time of day, from 3 to 6 or 4 to 7 p. m. The *invitations* are in the usual form of invitation, with "Kettle Drum" or "Tea at o'clock" inserted in the lower left hand corner. The etiquette observed on such occasions is the same as for any other informal social entertainment.

The use of the term Kettle-Drum is English, having originated from the social entertainments given among the officers and families of the English garrisons, a drum-head often serving as a tea tray. The dress suitable for such occasions is visiting costume for both ladies and gentlemen. The entertainments are entirely informal. They are limited to the more intimate friends of the hostess, and the time is generally passed in discussing the social topics of the day.

MUSICAL AND LITERARY ENTERTAINMENTS. There are other *entertainments* of a less formal and yet very enjoyable character. These may be termed *Literary reunions*, *Conversaziones*, *Theatricals*, *Musicales*, *Rosebud dinner parties*, etc. (The latter being of a social and literary character, and designed for the entertainment of young ladies who have recently graduated.) The general forms of *invitations* are the same as for other social entertainments, the character of the gathering being noted in the lower left hand corner.

If the object be *conversation* the fact is stated, and the selection of guests is made with reference to their learning, wit or any other intellectual accomplishments. Social entertainments of this character are frequent in Washington society, and are in the nature of "Literary Reunions." If the enter-

tainment is to consist of *private theatricals* this should be noted on the invitation, lower left hand corner, as "Theatricals at o'clock. Dancing at o'clock."

The form of invitation is:

Mr. and Mrs.

Request the pleasure of

.....'s

company, on..... evening, the....day of, ato'clock.

(Conversazione.)

(Residence.)

It is customary to vary the entertainment of the evening with music, recitations and essays. Where music forms part of the evening's enjoyment, it would be well to remember that like compliments or anecdotes, it should be made brief. All persons do not enjoy music, some prefer conversation. Nothing so contributes to the enjoyment of an evening as diversity of entertainment. Music, therefore, now and then has its place, but should not absorb all the time unless it be the object of the gathering. Amateur singing, with rare exception, if long indulged in becomes a bore. Professionals in private society will always be found chary of the time they thus take from the general entertainment of the company. It is the height of rudeness to keep up a conversation while people are singing.

MATINEES AND SOIREES. A custom in vogue at the social centers of the old world is to divide certain fashionable entertainments into two classes. *Matinees*, affairs of polite society before the dining hour, 6 or 7, p. m., and *Soirees*, which embrace those coming after that gastronomic distribution of the day.

The hours of the former may be from 11 A. M. to 2 P. M., or 2 to 4 P. M. They refer more particularly to Musical, Literary, Conversational or Theatrical entertainments, or even dancing parties or Germans at Private Houses and must not be confounded with Drawing Rooms. The *Matinee* is mostly patronized by ladies and gentlemen of leisure, although they are often the occasion of gatherings of distinguished personages for some specific object, possibly to meet some distinguished stranger or guest. These occasions are more informal. The proper costume for ladies is that in vogue for calls, with perhaps a trifle more elaboration, and for gentlemen, street dress.

The *Soiree*, while less general in the character of entertainment is not a "bonnet" affair. It is more of a gathering of persons brought together for some special object like an assemblage of social lights. Like the *Matinee*, it is a gathering by selection, and is, therefore, more exclusive than an evening reception, a ball, or any of the general social gatherings to which "everybody" is invited.

The proper dress for ladies is demi-toilet, and for gentlemen, evening dress. It is proper to have light refreshments.

GARDEN PARTIES. This form of entertainment, popular in the earlier social life of Washington, of late years has returned to favor on account of the suburban residences which have been growing in numbers and favor among the wealthier officials and residents for summer and autumn occupancy. The form of invitation is the same as for any other social entertainment with the announcement in the lower left hand corner "Garden Party," and the name of the place in the lower right hand corner. It is also customary to enclose a printed card stating how the guests if not provided with their own carriages may reach the place.

The amusements of the guests may be dancing, lawn tennis, croquet, archery, or any of the other suitable rural sports for fashionable ladies and gentlemen. There should always be music with a well appointed garden party.

The hostess should receive under a gay Marquee on the lawn if practicable, or on the veranda, and should be in out-door costume with a neat ornamental head covering.

The lady guests should be in bonnets and the gentlemen in out-door dress.

As a garden party is an open air affair, the refreshments should be cold, except the coffee, tea, or chocolate. Salads, sandwiches, jellied dishes, iced beverages, &c., should be served.

CHILDREN'S PARTIES. The gatherings of young persons not in society, but whose parents give and receive social entertainments, are under the patronage of the mother, and include young persons of the same age and of the families of friends in intimate social relations.

The *invitations* should be printed on small note paper and enclosed in a small square envelope, and may be tinted. The form is

..... (Young Miss' name)

Requests the pleasure of

Your company on

from to o'clock.

An answer will oblige.

(Residence.)

Master

Compliments

For evening, the

From 6 to 9 o'clock.

An answer will oblige.

(Residence.)

These invitations must be accepted or declined within two days.

The usual hours for such parties are from 4 to 7 p. m., or from 6 to 10 p. m., according to age. The invitation should be accepted the same as for regular parties.

The usual gathering of young persons of both sexes is on the occasion of birth-day celebrations.

THE ETIQUETTE OF DINNER PARTIES.

practice of giving ceremonious dinners or feasts has been in vogue from time immemorial, among men of all races and countries, civilized or savage. The influence of the festive board in affairs of state and of private life, has been demonstrated to a degree that has become proverbial. Tallyrand said that the dinner table was the best place for the transaction of public business.

That kindly Frenchman, Brillat Savarin, thus epitomizes his meditations upon *transcendental gastronomy*.

The universe would be nothing were it not for life, and all that lives must be fed.

Animals fill themselves; man eats. The man of mind alone knows how to eat.

The destiny of nations depends on the manner in which they are fed.

The pleasure of the table belongs to all ages, to all conditions, to all countries, and to all eras; it mingles with all other pleasures, and remains at least to console us for their departure.

Those persons who suffer from indigestion, or who become drunk, are utterly ignorant of the two principles of eating and drinking.

The order of food is from the most substantial to the lightest.

The order of drinking is from the mildest to the most foamy and perfumed.

The most indispensable quality of a good cook is promptness. It should also be that of the guests.

To wait too long for a dilatory guest shows disrespect for those who are punctual.

He who receives friends and pays no attention to the repast prepared for them is not fit to have friends.

The mistress of the house should always be certain that the coffee be excellent; the master that his liquors be of the first quality.

To invite a person to your house is to take charge of his happiness as long as he be beneath your roof.

INVITATIONS. The *invitations* to a dinner party should be given in the name of the host and the hostess at least ten days in advance, if possi-

ble, and should always be answered, whether requested or not, within two days. In compiling a list of the persons to be invited, attention should be given to their congeniality, for nothing could be more flat and embarrassing than to gather around the hospitable board persons of different pursuits, tastes and social rank, and especially should a personal disagreement exist between any of them.

The following are the usual forms of *invitations* to a Dinner party:

Mr. and Mrs.

Request the pleasure of

Mr. and Mrs 's

Company at dinner on, (date)

At..... o'clock,

An early answer will oblige.

(Residence.)

Another form is,

Mr.

Requests the pleasure of

.....

Company at Dinner on,

At o'clock.

An early answer is desired.

(Residence.)

If the Dinner be given in honor of a *distinguished person*, the fact may be stated by enclosing with the invitation a card containing the words

To meet

The Secretary of and Mrs.

Or,

Mr.

of

Or the invitation itself may contain these words engraved at the end of the usual form.

The request for an answer is fast going out of date, as common politeness would suggest the propriety of sending a prompt reply to an invitation to dine.

The following are the usual forms of *acceptances* and *regrets*, which should be returned within two days.

Mr. and Mrs. accept with pleasure Mr. and Mrs.
..... invitation for evening.

.... (date)

(Residence.)

Mr. regrets that he is unable to accept Mr. and Mrs. kind
invitation for evening.

.... (date)

(Residence.)

Mr. regrets that a previous engagement prevents his acceptance
of Mr kind invitation for evening.

.... (date)

(Residence.)

An invitation to a Dinner having been accepted, no excuse but illness should prevent its fulfillment, and any one failing to appear without sufficient excuse previously made in writing, and for the reasons stated, could not expect an invitation in the future.

All invitations to dine should be answered to the persons and in the form given. If the declination be in mourning that in itself would indicate sufficient reason for not accepting. But in all cases it is presumed that the reason for declining would be satisfactory, if stated.

DRESS. The dress suitable for a formal dinner for ladies is grand toilet and for gentlemen *costume de rigueur*.

HOURS. The usual hours for a formal dinner are 7 or 8 p. m. An invited guest should never arrive earlier than thirty minutes before the hour designated. When the hour of summons arrives it is not necessary for the host to delay for any of the guests not arrived, as tardiness is not entitled to consideration. Fifteen minutes grace may be allowed by the host, but beyond that would be discourteous to the guests present, as by their promptness is entitled to consideration.

THE GUESTS. A servant should be stationed at the door to admit the arriving guests and to indicate to them the way to the dressing rooms.

The host and hostess should stand in the principal room and should receive their guests as they enter. The formalities of arriving, entering the drawing room and being received, are the same as for grand receptions. The host should see that all the guests are acquainted, and introduce those who are not.

The *number* of guests must be governed by circumstances; from twelve to twenty may be considered a full number for dinner. It would be well never to allow thirteen to be seated at the table, as some persons are superstitious respecting this number.

At a dinner consisting of guests from both official and social life, those in whose honor the dinner is given take precedence of all others. This is the common law of the dinner table and those who object to such reasonable distinctions should not be present. The wishes of the host are supreme in his own house. Where, however, there are persons of official rank present, it would be manifestly improper for the host, after the particular guests to be honored, to adopt any other arrangement at the table than that suggested by the proprieties of official precedence. It would be the part of genteel breeding, however, not to notice any apparent slight, as it might have

been the result of ignorance. A future invitation might be declined or the return call might be omitted.

It would be improper to invite a gentleman without his wife, or a lady without her husband, where both ladies and gentlemen are present, unless the families be very intimate and the object being understood to add another guest to fill out the company.

ARRANGEMENT OF GUESTS. The *arrangement* of the guests at the Dinner Table should be a subject of careful consideration by the host and hostess, and should be absolutely determined beforehand.

The arrangement of the guests having been determined, the name of each lady should be written on a card, which should be enclosed in an envelope bearing the name of the gentleman who will escort her to the table. These envelopes placed on a silver tray are presented by a servant to each gentleman after he has been received by the host and hostess. The gentleman selects the envelope bearing his own name, and at once seeks out the lady whom he is to escort. He offers her his left arm, if promenading, or otherwise places himself at her service. This should be done before dinner is announced. Another plan is simply to write the name of the lady, and the gentleman to escort her, on a card, which is handed on a tray to each gentleman by a servant. Sometimes the host himself immediately after receiving a gentleman guest mentions to him the name of the lady whom he is to escort, and also whether they will occupy seats on the right or the left of the table.

In addition to the above, the name of each lady and gentleman should be written on a card, more or less rich in quality, according to the ceremoniousness of the Dinner, and laid on the plate at the seat each person is to occupy, each couple being grouped together.

THE ANNOUNCEMENT. When the Dinner is ready, the principal servant standing in the entrance of the drawing room should bow to the host, who should be ready for the announcement. The host bowing to the lady whom he is to accompany, offers her his left arm and proceeds to the dining-room, the guests follow in couples, as previously indicated, and in the following order:

The host and honored guest, if a lady, or the wife of the honored guest, if an official or gentleman in private life, or the principal lady on account of social position, years or accomplishments.

The guests follow in convenient order.

The hostess, with the honored guest, if a gentleman, or the gentleman of the highest official rank or greatest distinction, who enters last.

The host hands his lady to the seat on his right, which is arranged for her

by a servant; the remaining guests take their places according to the arrangement of their plate cards, the hostess being handed to her seat by her escort who takes his place on her right. The guests being in their places the hostess takes her seat, a servant adjusting her chair. Each gentleman guest arranges the chair of his lady and sees that she is seated, and then seats himself. A servant arranges the chair of the hostess. Guests, in getting seated, should act as quietly as possible.

It is usually more convenient for the host and hostess to sit opposite to each other and at the center of each side of the table instead of the ends. This arrangement is best suited to conversation.

If there is no host, the hostess invites a gentleman relative or the most distinguished gentleman friend to sit at the place usually assigned to the host, who also accompanies the principal lady. In this case the hostess leads the way to the dining-room, and the assisting gentleman, with the principal lady, enters last.

If there be no hostess it is not customary to have ladies present at a dinner party, unless a close lady relative be present to do the honors of the occasion. At a dinner party where there are none but gentlemen present, the formality of couples is not observed, but the host inviting the honored guest and highest in official and social station, into the dining-room, enters himself, the guests following. Those of less rank should permit those of greater official importance or age to precede them. The arrangement should be with reference to the importance of each guest, the relative importance of places at the table being the same as explained. The table cards will indicate the seats of guests. The hostess' place should be occupied by some familiar friend, who can contribute to the pleasure of the entertainment.

If THE PRESIDENT of the United States be present, he is simply so informally, while THE PRESIDENT invites persons of suitable rank to dine with him, he never accepts an invitation to a formal dinner. He is therefore only present as a distinguished individual. The acceptance, by THE PRESIDENT, of a dinner in his honor, is not in accordance with the view, as a rule, taken of the high prerogatives, official and social of the Presidential office, by the distinguished citizens who have filled that office, from Washington down. THE PRESIDENT, as the representative of the sovereign power of the nation, has no official or social equal, and only returns the ceremonial call of a Sovereign, Ruling Prince, a member of a Royal Family, President of a Foreign State, an Ex-President or President-Elect. When THE PRESIDENT, in an informal way is present, the host should lead the way with the first lady, and the hostess should be escorted by THE PRESIDENT. Or, if the dinner be given in honor of some distinguished personage, and THE PRESIDENT be

present, he should enter the dining room with the lady assigned to him, and just before the hostess, upon whose left he should sit. The fact of THE PRESIDENT being present at a dinner, at a private house, is a concession on his part to the usual and proper formalities of such an occasion. The Presidents, however, have been chary of their presence at private dinner parties, outside of the residences of the members of their cabinets. When THE PRESIDENT has consented to be present, the guests should be selected with a view to that fact, and, therefore, should be taken from the higher grades of official rank.

If there should not be ladies enough to form couples, those who take precedence either by rank, social position or age, should be provided for first. The remaining gentlemen should seat themselves on either side, at the ends. The first four couples, alternating on the right and left of the host and hostess, respectively, should always be arranged beforehand, whether the formality be preserved throughout or not.

Where the guests are in official rank, after the host and hostess and the lady and gentleman whom they honor with precedence, the arrangement should be in the order of official precedence of those assembled. (*See Order of Official Precedence.*)

If the dinner be given to a gentleman, he accompanies the hostess to the table, and the host escorts his wife, if present, otherwise he selects the lady who shall take precedence. If the entertainment be given in honor of a lady, the host escorts her to the table and the hostess is escorted by her husband, if present. The rest of the guests are arranged according to official or social precedence, and are seated in the order given.

If the entertainment be given by an official, no matter what his rank, he takes precedence for the time being of all his guests, and may select the lady whom he will accompany to the table. Her husband, if present, escorts the hostess. The rest of the gentlemen guests are arranged in their order of precedence, the ladies being assigned to them to suit the wishes of the host, either from official or social life.

If the dinner be an informal affair and but few guests present, the host will indicate the gentleman to escort the hostess, and will himself select the principal lady guest. The rest of the guests will select their own ladies to escort. It would be proper for the gentleman to extend his left arm to the lady to whom he might be paying attention at the time of announcement, unless he have previously selected his companion. Gentlemen leaving the room last should see that all the ladies are provided with escorts, or if an odd one, tender her escort.

TABLE PRECEDENCE. The relative order of importance to seats at a dinner table is as follows :

1. The seat of the host in the center of the right side of the table, approaching, with the seat of the principal lady guest on his right.

2. The seat of the hostess, in the center of the left side of the table, approaching, with the principal gentleman guest on her right.

The same rule applies should the host and hostess sit at the ends of the table. The hostess should always sit at the end or side of the table nearest the place of serving.

3. The seat of the second lady on the left of the host and the escorting gentleman on her left.

4. The seat of the second gentleman on the left of the hostess and the lady escorted by him on his left.

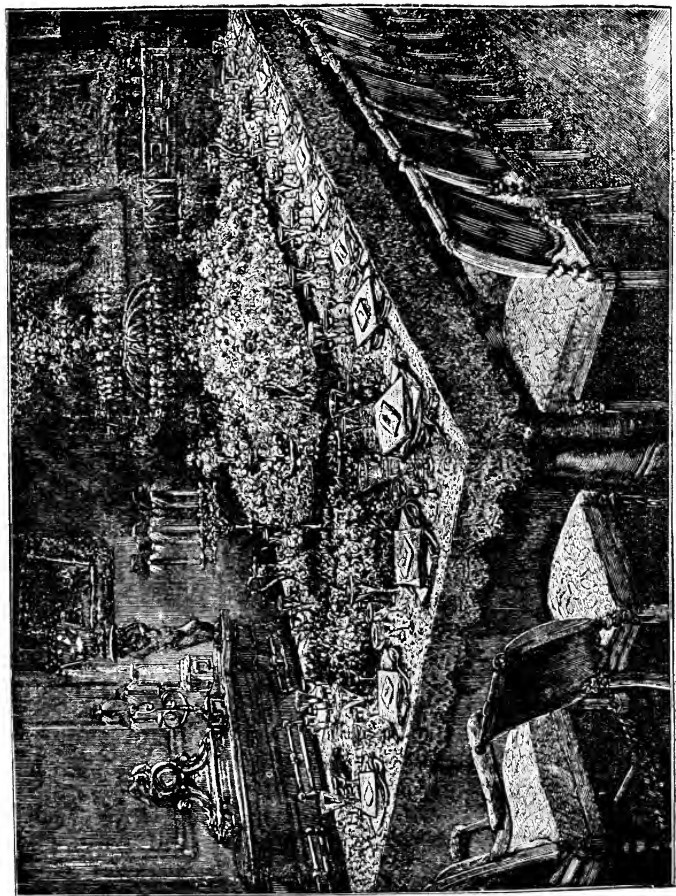
And so on alternating, according to official or social importance along the side of the table, in couples. 1. On the right of the host. 2. On the right of the hostess. 3. On the left of the host. 4. On the left of the hostess, until all the guests are seated. This arrangement should be continued throughout, where the discriminations are made by official rank. The persons of least rank in the scale of official precedence occupying the last seat furthest away from the host or hostess.

Where the dinner is made up of guests from social life exclusively, or a mixed company, it would be better to attempt no discriminations as to persons or places after the seating of the first four couples, that is the host and lady and hostess and gentlemen in their proper places and the couples assigned to the seats on their immediate left respectively, as explained. In a social dinner it might not be agreeable to discriminate beyond the principal lady with the host and honored guest with the hostess and the couple assigned to the places on the left of the host and hostess respectively.

SEATED AT THE TABLE. Remove your gloves, open your napkin and spread it across your lap. With some it is customary to fasten the napkin across the chest. This practice is not in best style. (*See Table Manners.*)

SERVING THE DINNER. It is hardly the part of etiquette to enter into the details of arranging the dinner table or of serving the dinner. Those unfamiliar with this art would do well to have an experienced caterer.

There are several styles of *serving* a dinner. In the *English* style the whole course is placed upon and served from the table, except such dishes as require carving, which are first stood upon the table and afterwards removed to a side table and carved and served by servants. In the *Russian* style, or a *la Russe*, the dessert of fruit and nuts and wines are placed upon the table,



A WELL-APPOINTED DINNER TABLE. . . (215)

which is tastefully decorated with flowers and bonbons. Each lady has a bouquet and sometimes a small reticule of silk filled with confections. The dishes carved and ready for serving are passed to each guest by servants, the principal dish of each course first and the accessory dishes immediately after. The *American* and *French* style is a compromise upon the two styles named. The raw oysters are served before the guests are summoned. The soup is served by the waiter. The waiter then places the plates of the remaining courses in their order before the host or hostess first and follows with the dish to be served. The course is then served by the host and placed before the guest by a waiter. The pastry, dessert and coffee in their proper order are placed before the hostess. As the plate is ready it is placed on a salver and is conveyed by a waiter to and placed before the guest. The other dishes of the course are served by the servant, who passes them on the left of the guests, who help themselves. When the last guest has finished and the plate has been removed the next course is brought on and served in the same way. In a large dinner the Russian custom is generally favored, as the host and hostess are then at liberty to enjoy the company of their guests.

When a dinner is served in the Russian style the guests never ask for anything. The order of courses regulate how the dishes will be served.

The principal lady should be served first. If THE PRESIDENT be present he should be served first. After the principal guest is served it is proper to begin to eat at once without waiting for all to be served.

THE ORDER OF DISHES. The *menu* or bill of fare in a ceremonious dinner is arranged by the caterer, subject to the supervision and approval of the host and hostess. It is often printed or written in tasteful style and placed by the side of each plate. The following is the order of arrangement in which the courses selected should be served :

1. *Huitres*, Oysters.
2. *Potages*, Soup.
3. *Hors d'Oeuvres*, Side dishes (cold). For appetizers, such as cucumbers, sardines, &c.
4. *Poissons*, Fish.
5. *Hors d'Oeuvres*, Side dishes (hot). As sweet breads, &c.
6. *Relevés*, Removes. As the roasts.
7. Here a Roman punch is often introduced.
8. *Entrees*, Side dish. As croquettes, &c.
9. *Entremets*, Side dishes (dainty). As cauliflower, asparagus, fritters, &c., served alone.
10. *Rotis*, Roasts. As game.

11. *Salade*, Salad.
12. *Fromage*, Cheese, macaroni dressed with cheese, &c.
13. *Entremets*, Side dish, (sweet,) Puddings, Jellies, &c.
14. *Glaces*, Ices, Ice Cream, &c.
15. *Dessert*, Dessert, Fruit, Nuts, Cakes, &c.
16. *Cafe*, Coffee with Biscuits.

The *Wines* are served with reference to the courses. The usual order is white wines with the raw oysters; Madeira with the soup or fish; champagne with the meats; claret with the game, and Burgundy with the dessert. The *liqueurs* are served after coffee.

In serving the wine any guest not wishing to partake should simply rest the index finger on the glass when the servant appears with the decanter. This would be sufficient signal that you do not desire any. It would be the height of ill manners on such an occasion to express opinions against the use of wines. Persons invited to dinner should acquiesce in all its accompaniments or decline the invitation.

HOW TO EAT. The following points of decorum at a dinner should be observed by persons desiring to appear well:

Use the smallest fork for the first course, if raw oysters; use the next size larger for the fish; and observe the same rule throughout as the forks are replaced, the largest forks being used for the most substantial dishes.

Use your fork in the left hand to convey food to the mouth, the knife in the right hand is for cutting only. The spoon when in use should be held in the right hand.

At the end of each course lay the fork and knife in use on the plate. A spoon should always be laid in the saucer, and never left in the cup.

Bread should be broken with the hand and never cut with a knife by the guests at the table.

Every one accepts oysters or soup whether they wish them or not.

Fish and fruit should be eaten with silver knives and forks or the **former** with a fork and a piece of bread, but never with a steel knife.

Never tilt a soup plate and never drain a wine glass.

Take a wine glass or goblet by the stem and not by the bowl.

Always wait until the next course is served and never ask in advance. **Any** course can be declined.

Eat with as little noise as possible.

Vegetables should be eaten with a fork. Asparagus, radishes, cresses, olives and cheese may be eaten daintily with the fingers. Meat or fowl should always be handled with the fork. Small game may be eaten daintily with the fingers, but with the fork would be better.

If asked your preference as to the part of the fowl you prefer answer promptly, and do not compel the host or hostess to decide.

It is proper to prepare an orange, pare an apple or divide a peach by holding it in your fingers and using a knife. It is proper to pare fruit for a lady if she requests it.

The napkin resting on the lap should be used after eating anything leaving a trace of moisture on the lips or moustache. In removing anything from the mouth, or in using a toothpick, do so quietly behind your napkin.

The pits of fruit or skins of grapes should be delicately and quietly received from the mouth into the hand.

As soon as a guest has finished, his plate should be removed immediately by the servant.

Where the service is complete guests do not help each other at a ceremonious dinner, but quietly ask the servant.

When the finger bowl is placed before you on a plate with a napkin or doyley place the bowl in front of your plate and the napkin or doyley at the left. Put the fruit on the plate when passed.

Finger glasses should be used by wetting the ends of the fingers and the lips and wiping them with the napkin.

In rising from the table place the napkin by the side of the plate or fold it and lay it there.

LEAVING THE TABLE. After the dessert, or coffee, if the latter be served at the table, the hostess having allowed ample time for all the guests to finish, bows to the principal lady guest, which is the signal for all the guests to rise.

When the ladies leave the table before the gentlemen the latter should rise and remain standing until the last has left the room. A better form is for the gentlemen to escort their ladies to the Drawing Room, and then return to enjoy a cigar if invited to do so by the host. The time thus spent should not exceed half an hour.

It is sometimes customary, but in a ceremonious dinner not desirable, to serve the coffee and liqueurs in the Drawing Room. When this form is used, about half an hour after the guests have returned to the Drawing Room the coffee will be brought in on a tray by the servant and placed on a table. The hostess pours out and invites the guests to partake. The gentlemen may wait upon the ladies, the servants following with cream and sugar and a caraffe of brandy on a tray, which they offer to each guest.

After reaching the Drawing Room, unless coffee and tea be served there, a person seldom takes a seat. This is preliminary to leaving. Those leaving

at once should do so without attracting the attention of the others. This can be done by speaking quietly to the hostess and departing without taking a formal leave of all.

The stay after dinner should not be prolonged over half an hour to an hour unless additional company has been invited and there is to be an evening party.

TABLE MANNERS. A lady or gentleman should observe the following rules accepted as proper among persons in good society :

Never ask twice for the same dish. The host, however, may tender a second supply, which may be accepted.

When in doubt what to do, wait and see what others do.

Use your knife and fork quietly. It is vulgar to smack your lips or relieve your teeth by suction at the table.

When a plate is handed you take it and keep it; to pass it only causes confusion and disarranges the plans of the host or hostess.

When a dish is passed you by a servant help yourself and let it be passed on, otherwise you will show yourself ignorant of how to conduct yourself at dinner.

Sit up in your seat and never lean back when you are waiting to be served.

Always use the implements of serving and eating as they are designed. Do not spread your bread with the butter knife nor serve yourself to sugar with your own spoon.

Never pour your coffee into the saucer to cool.

If you find an intruding hair or other foreign substance in your food and wish to remove it do so quietly.

When you wish to cough or sneeze turn your head and repress the violence of the effort as much as possible. Withdraw from the table if it is to be a prolonged effort.

If you wish to be served again place your knife and fork on one side of your plate or rest the soiled end on a piece of bread. The former is preferable.

If you want anything on the table, and within reach, help yourself, and if it be the last hand the dish to the servant. He can then replenish the supply or remove the dish.

Never make disparaging remarks about the food. When you partake of hospitality always be pleased. Sometimes the best devised plans and choicest viands are spoiled by the cook.

Never talk about dishes or wines unless you are sure of your information.

It is not polite for a host or hostess to press their guests to eat more than they wish or to taste a particular dish.

Ladies should not eat with their gloves on unless their hands are not fit to be seen.

A guest should never speak "harshly" or "dictatorially" to a servant. It does not exalt him in the estimation of others. At a strange table when served always say "thank you" or "if you please," which can be toned not to express familiarity.

Should a guest or servant break anything, the hostess should appear not to notice it, no matter how she may inwardly feel.

It is the height of inelegance for a hostess to reprimand a servant in the presence of her guests. It embarrasses the latter as much as the former.

Should the cloth be soiled during dinner, a napkin should be placed over the soiled parts.

Talk low on all occasions in society, and especially at the dinner table. As conversation is the chief feature of table manners, the guests at such entertainments should make themselves as agreeable as possible without being obtrusive or boisterous.

RETURN CALL. Each guest at a dinner party should call upon the hostess or leave a card in person within one week after the event. If she have a day "At Home" the call should be made at that time if it be within the week. It is proper for a lady returning a call after a dinner party to leave the card of her husband or other close gentleman relative if present. If it is impossible to make a call, owing to sudden departure from the city, sickness or any other sufficient reason, a card should be sent through mail.

THE ETIQUETTE OF BREAKFASTS, LUNCHEONS, COFFEES AND SUPPERS.

THERE are certain occasions of a social character which are less formal in their surroundings and conditions than a dinner party, and yet form part of the enjoyments of social life. These are the ceremonious and informal breakfasts, luncheons, teas, coffees or suppers. It was said by an authority on the subject that a dinner is a mere formality, but you invite friends to breakfast because you wish to see them.

BREAKFASTS. A formal or complimentary *breakfast* to which invitations have been issued does not differ from an ordinary family breakfast except in having a more elaborate *menu* or bill of fare. *Breakfast* in the ordinary sense is not regarded as a meal of ceremony. In some families the members of the household breakfast when they please, and can leave the breakfast table at any time, or can remain there to read the newspapers. The servants can remove the dishes when the parties have finished.

The *table* at breakfast should always be well appointed as to linen and service, but no decoration other than perhaps a tasty bouquet, if convenient, should be indulged in. Fruits in season tastefully arranged would be decoration enough.

The *invitation* to a formal breakfast, luncheon, coffee or tea should be sent out within five days, but if given simply to meet friends it may be sent later. The form may be a simple visiting card with the words: "Breakfast ---- (day) ----, at 10:30 a. m. ---- (date) ----," written on the lower left hand corner, or it may be a friendly note, as follows:

Dear,

A few friends will breakfast with me on ----, at o'clock. It would give me much pleasure if you would join us.

Yours truly,

.....

An invitation of this kind admits of much elegance of expression. It should be accepted within two days.

For a formal breakfast the *hours* vary to suit the host, and usually range from 9 to 11 o'clock a. m., and sometimes as late as 12 o'clock. The guests should be punctual.

The *dress* suitable for a breakfast is ordinary morning style, though sometimes full evening dress for gentlemen is indulged in, but this is affected and out of taste. It is not usual to invite ladies to a breakfast, but should they form part of the company they should dress in morning costume. In a private house the hostess, if any, should preside.

If the number of guests is large, and includes ladies, after the principal or honored guests, they should be seated with regard to official or social precedence, as prescribed for formal dinner parties. The arrangement of the guests should then be indicated at the table by plate cards, and cards with the name of the lady the gentleman is to escort should be handed to the gentleman after saluting the host and hostess, or left in the gentlemen's dressing-room.

When breakfast is announced the host escorts the honored guest, or the highest in official rank present, to the table. If ladies be present the honored guest, if a gentleman, escorts the hostess and the host the honored guest, if a lady or the wife of the honored guest or the principal lady, or if no formality is observed the wife of the highest in official rank or the eldest lady in the room. The rest of the guests follow without formality unless the affair be of an elaborate character, when the rules above indicated should be observed. The host leads the way, and the hostess, if present, enters last. The guests find their seats and the gentlemen assist the ladies, if any present, to their seats.

The *serving* of the guests is either from the table by the host, the plates being passed by a servant and followed by the side dishes also passed by servants, or may be served by servants from a side table. The hostess, if present, always serves the coffee, tea or chocolate, the service being placed in front of her.

The guests enjoy the meal with less ceremony than at a dinner and having finished, at the signal of the hostess or host leave the table. Within a half an hour after breakfast the guests withdraw, thanking the hostess and host for the pleasure they have enjoyed.

After a formal breakfast the guests should leave a *card* for the hostess or make a call in person on the day "At Home" within ten days, or if no hostess were present call or leave a card at the usual hour for calling in the evening.

LUNCHEONS. The fashionable gatherings known as *luncheons* are an established institution in Washington and other large cities, and chiefly differ from a dinner party in that they are less formal, and the guests, who are ladies or gentlemen, or both, as a rule, are not seated at the table. It is possible, therefore, to invite a large number of friends.

A lady who desires to give a series of luncheons, coffees or teas prepares her list with great care, reference being had particularly to the congeniality of her lady guests in tastes and accomplishments or social surrounding, and from this list she apportions the quota for each entertainment.

The luncheon is often given in honor of some event, as a birthday, the arrival of a distinguished friend, the meeting of an official body, the return of a bridal party, or to present some person celebrated in literature, art, science or learning.

The usual hour for luncheon is from 1 to 2 p. m. The dress suitable for the occasion for ladies or gentlemen is morning, calling or walking costume, and bonnets are worn during the entertainment, except by the hostess.

The invitations are written on fine quality of stationery and enclosed in an outer envelope, and usually in the following form:

General requests the pleasure of the company of Mr.
 at luncheon, on ---- (day) ---- (date), at o'clock, to meet

An answer will oblige.

A Luncheon to gentlemen is usually a "stand up" affair, and the time of arriving is not so exacting, but it is well to be punctual. The invitation should be answered to the person who sent it. If ladies are in the party the invitation is in the name of the hostess, and should be answered to her.

Another form is, when given by a lady to ladies:

Mrs. requests the pleasure of Mrs. company at luncheon (day) (date), at o'clock. (Seated.)

When the word "seated" is mentioned it is necessary to arrive promptly and in demi-toilet. When it is not mentioned it is understood to be an informal stand up affair, and while punctuality is polite, a little tardiness in arriving might be pardonable for sufficient reasons. At a ladies luncheon it is sometimes a custom to bring the hostess a bouquet, but this is not a duty.

The table arrangements are largely decorative, both in the disposition of the service, the floral display, which may be profuse, and in the fruits, cakes and confections. The dishes, consisting of bouillon oysters in several styles, cold meats, salads, fruits, ices, tea, coffee, chocolate, &c., which are not served in course, excepting terrapin, which comes on later, are placed on the table and are served from there by the gentlemen, who help themselves or are assisted by servants. There is no special order of entering the lunch room. The host leads the way inviting the guests to enter without form.

The guests should return the compliment of the invitation to luncheon by calling in person or leaving a card within ten days, on the lady's day "At Home" or at a convenient hour on any other day if the lady have no day "At Home." An invitation to a gentleman's lunch may be returned by a call or card left at the host's residence at a suitable time, or if ladies in the family, the card may be left during a call upon them as above.

COFFEES. These entertainments are for ladies exclusively and by invitation the same as luncheons. The dress is demi-toilet and the hours from 4 to 6 p. m. The ladies bring some favorite needle or fancy work with them, and the enjoyment of the occasion is made up of conversation and this congenial occupation. The refreshments consist of coffee and cakes passed around by servants.

TEAS. The afternoon *tea* party is an informal affair, though it may be made formal if desired. It is given by ladies by announcement. While such parties are particularly for the enjoyment of ladies, gentlemen are often invited. The announcement of the day and hour is simply noted on the lady's visiting card which is sent out. The announcement, unless requested, requires no answer. The most fashionable ladies confine the *menu* to tea, coffee, chocolate and bouillon, the latter served in cups with macaroons, dainty biscuits, light sandwiches and often an ice. The time is generally spent in conversation on social topics. The hour is usually from 3 to 6 o'clock p. m. The customary afternoon dress for ladies and gentlemen is proper. The tea is usually served by the hostess, who is soon relieved by the servants, which enables her to join in the conversation of her friends. Any guest having other calls to make can leave after the first half hour.

The form of invitation for a more elaborate affair of this character is :

Mrs. ,
requests the pleasure of
Mr. and Mrs. 's
Company at ,
On

Mr. will read a lecture on

It is not unusual to associate some special entertainment before partaking of the tea and refreshments. In such an event it is proper to write in the few lines space usually allowed at the bottom of the card of such a blank form of invitation to a Tea, as above.

SUPPERS. These entertainments are designed exclusively for gentlemen either out of compliment to a distinguished official, stranger or resident, or in honor of some important event. In addition to the usual ceremonious supper, which is supplied in courses, and is but little less elaborate than a dinner, there are fish suppers, terrapin suppers, game suppers, wine suppers, &c., in each of which the article named is the chief feature of the entertainment, and the rest of the dishes bear some relation to it. The formalities are the same.

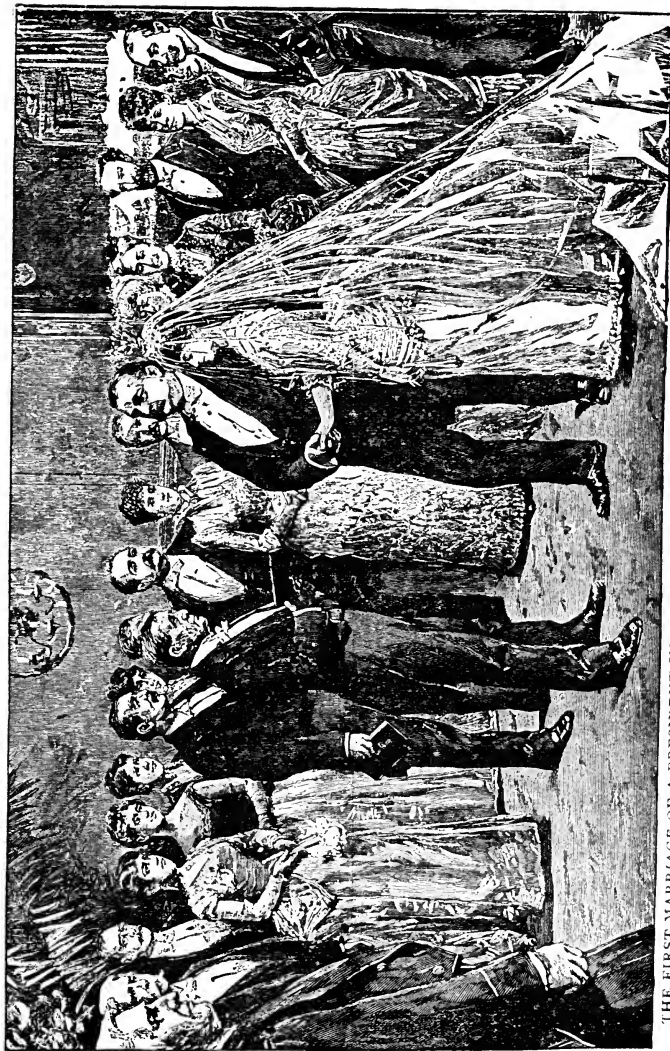
The *invitations* to a supper may be given five days, or even a shorter time, in advance. They may be verbal, by a friendly note, or by a simple visiting card, addressed to the person and containing the words : "Supper at o'clock (day) (date)"

The usual *hour* for suppers is from 8 to 10 p. m., chiefly 9 p. m. The gentlemen appear in full dress with dark cravats and gloves. The dishes and wines are served from side tables by servants. The entertainment usually breaks up at midnight, or even later.

THE ETIQUETTE OF WEDDINGS.

THERE are certain occasions which, while forming part of social life, are ceremonial in their nature. Among these are *weddings*. The first step to a wedding is the betrothal of the parties and usually the presentation of a suitable *ring* by the gentleman to his betrothed. The character of the ring suitable for such an occasion should depend upon the means or taste of the gentleman. The ring should be worn on the first finger of the left hand of the lady.

As the time for the marriage approaches the lady fixes the day, after which all future arrangements must conform to that. The wedding *trousseau*, which is the first thing to be considered, should be adapted to the means of the



THE FIRST MARRIAGE OF A PRESIDENT IN THE EXECUTIVE MANSION—FRANCES FOLSON TO GROVER CLEVELAND, JUNE 21, 1886. (225)

parents. It is folly to enter into useless extravagance in matters of this kind simply for show.

LAST CALLS. Before issuing the *wedding cards*, and after the day of the ceremony is fixed, the bride, with her mother or the person who has been charged with the care of her maiden years, should call on all lady friends whom she wishes to retain as the companions of her married life. If she cannot call upon all in person she may send her card with the words: "*Pour prendre conge*, or *P. P. C.*, or *To take leave*," printed in the lower left hand corner

The *groom* determines whom he wishes to retain in his friendship by sending wedding invitations to such persons. It is also often customary for a gentleman who is about to be married to give a dinner to his bachelor friends, which is understood to be his *conge*, un'less he chooses to renew their acquaintance.

WEDDING CARDS AND INVITATIONS. *The wedding cards* should be sent out at least two weeks before the time fixed for the ceremony, especially if it is to be a dress affair, as this will give the ladies time to determine their toilets. They may be delivered by hand, but by mail is now permissible.

The styles of *wedding invitations* and *cards* vary according to the tastes of the parties interested and the caprices of fashion. They should be neatly engraved and printed on note sheets of rich paper, or white board, with the arms, crest or monogram of the contracting parties, and may consist of the following parts:

1. The accepted form of invitation to the *ceremony*, which should be engraved on a note sheet or card, is as follows:

(*With or without monogram or initial*)

Mr. and Mrs.

request the pleasure of your company

at the Wedding of their daughter (name of bride)

to (name of bridegroom)

Church of the, (location)....

....(day of the week)(month)(day of the month)

At o'clock.

2. The invitation to the *reception*, which should be issued by the parents of the bride, as follows:

Mr. and Mrs.

Request the pleasure of your company at the wedding reception of their daughter on(day)(month)(date)

From until o'clock.

(Residence.)

Or a simpler form :

Reception

at (residence) .. .at....(name the hour)....

3. The card of *admission* to the church which should bear the words :

Admit to the church.

4. The card announcing the *reception* after the return of the couple from their honeymoon, which should be in form :

Reception,

Wednesdays in February.

(Residence.)

5. The card of the *bride* :

Miss

6. The card of the *groom* :

If the bride be the eldest daughter her card should contain the words
Miss

The last two are usually tied together by a satin ribbon.

Another form for the invitation to the church, printed in fashionable style is :

(Monogram)

The marriage of

Miss to Mr.

Will be solemnized at the

Church of the

On (day of week)(month)(day of month)

At o'clock.

Another form is :

(Monogram)

Mr. and Mrs.

Will be pleased to see you at the marriage reception of their daughter

evening, ... (month)(date)....

From to o'clock.

(year)

(Name of church)

.... (location of church) (name of city) (day) evening

(month)(date)....

At o'clock.

With these are enclosed the cards of the bride and groom.

There are other styles of invitations which are adopted to suit the fashion of the times or the tastes of the individuals.

These cards are enclosed in a large inner envelope, with or without initial

monogram and made of the finest stationery. The paper and cards within should correspond in quality and shade. The inner envelope, upon which should be written the name of the person for whom intended, should be enclosed in an outer one for the address.

The invitations to the wedding or reception at the house or wedding breakfast should be promptly recognized by a call on the mother and bride or leave cards.

The wedding cards should be sent to all the acquaintances of the parties, whom they wish to retain to apprise them of the event. The cards are sent by the bridegroom to his acquaintances, and by the parents of the bride to theirs. At a church wedding many persons are invited to be present at the ceremony who are not invited to the reception, which is eminently proper.

When the *ceremony* is performed at home the invitation to the church and card of admission are omitted. In this case the *reception invitation* should be engraved on a note sheet. A card announcing the hour of the ceremony should be enclosed as follows :

Ceremony at o'clock.

The invitations to a wedding at *home* are confined to relatives and the most intimate friends.

WHAT THE PARENTS OR FAMILY OF THE BRIDE FURNISH. The wedding *trousseau*, the wedding cards, carriages, and give the wedding reception, breakfast or luncheon.

WHAT THE BRIDEGROOM FURNISHES. His own card, the "fyancel" or wedding ring, a bouquet to the bride, what presents he wishes to give the bride, a souvenir to the bridesmaids and ushers, and the marriage fee to the clergyman.

THE BEST MAN. This important personage should be an unmarried brother, a close relative or most intimate friend, unmarried, of the groom. Where a best man or first groomsman fully understands his duties he relieves the bridegroom of all the detail of arrangements, for carriages, presentation of friends handing the marriage fee, which should be according to the groom's means, to the officiating clergyman, and seeing the new couple on their journey.

THE BRIDESMAIDS. The *bridesmaids* in number may be suited to the wishes of the party, not to exceed eight, and a groomsman for each bridesmaid. Sometimes groomsman are omitted and ushers lead. This, however, is modified and arranged to suit the tastes of the season. Sometimes there is only a best man and maid of honor.

EXECUTIVE MANSION.
WASHINGTON.

May 28, 1886

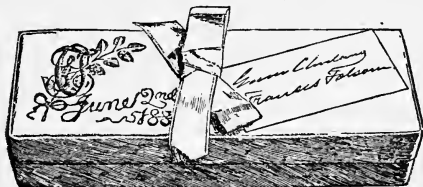
My dear Mr

My marriage with
Miss Folson will take
place at the White House
on Wednesday (June 2d)
at 8 o'clock in the
evening.

I hardly think that
I can creditably demand
myself unless you and
Mrs are present
to encourage and sustain
me in the new and
critical situation.

Very I expect to be
your both on the occasion

Yours sincerely
Ramon Chandler



DRESS. The groom and groomsmen should wear the conventional full dress, if the ceremony take place after the seven o'clock dinner, and morning dress of frock coat and light pants, &c., if before. Gloves are optionable. There is an exception, however. If the bride wear a bonnet the bridegroom should wear a frock coat, black or some appropriately light colored vest and light pants. The bridesmaids and groomsmen should dress accordingly. Under no circumstances should any of the guests appear in mourning. If the bridegroom be an officer of the army or navy he should wear the uniform of his rank.

The bride's dress for a display wedding should be white, and the bridesmaids the same, with trimmings of a light delicate color and generally alike.

PRESENTS. The *presents* are always sent to the bride and are generally received a week or two before the wedding day. They are often exhibited to gratify the curiosity of the guests at the time of the wedding, and are not unfrequently a subject of inelegant importance in the ceremony. Though custom has made presents almost obligatory, and thus a severe drain upon those who often can ill afford to comply with the extravagant notions of the age in such matters, it is well to be courageous and give according to your means. If you can afford nothing, give nothing. If invited for the present you may give it might be a greater compliment to yourself to stay away. Those who can afford the expense can do no more worthy act than to extend such recognitions. With each present should be sent a card with the donor's name. It is proper for the bride to give each of her bridesmaids a souvenir on the day of the wedding. It would be the height of impropriety for the bridesmaids to omit to give the bride a present.

THE HOUR. The usual time for a wedding is some hour in the afternoon or early evening, though morning for special reasons is proper.

THE CEREMONY. The style of the wedding also varies according to circumstances and the forms of the church. To have a grand wedding simply to enlist favorable comment is no compliment to the common sense of the parents nor a matter of justice to their daughter. It would be far more considerate to measure the scope of the occasion by the probable manner of living of the young couple starting out in life. The latter will then suffer no mortification on account of the comments of these self same persons. Those who have the means should afford to make a display, if that be their taste, but those who have not should not feel compelled to do the same simply to be in the fashion.

THE BRIDE. The bride should carry a bouquet of appropriate white flowers, generally presented by the bridegroom or first groomsmen. The

bridegroom should present a bouquet to his future mother-in-law. The parents of the bride should present to each bridesmaid a bouquet, and to the groomsmen each a boutonniere.

The bride drives to the church, if a church wedding, with her parents; the bridegroom attended by his best man meets her at the church door, assisting her to alight. The bridesmaids and groomsmen have already arrived and should be in waiting.

RELATIVES. In the church the front seats should always be reserved for the family and friends, and ushers should see that they are not encroached upon or occupied by others. White ribbons are often stretched across the aisles to indicate the space for relatives and intimate friends.

THE BRIDAL PROCESSION. As soon as the bridal *procession* begins, the doors of the church should be closed and no one should be permitted to enter until the ceremony is over.

The ushers form the procession usually in the following order.

1. Ushers in twos.
2. Bridesmaids in couples, or sometimes in the wedding march singly. When there are groomsmen there is one to each bridesmaid, who walk in couples, sometimes a few couples of young girls under their teens follow.
3. The bride, resting upon the arm of her father, a near relative or guardian.
4. The mother of the bride, resting on the arm of the bridegroom, or if the latter be at the altar to receive the bride, then his nearest relative.
5. The immediate relatives of the families. Sometimes they occupy seats near the altar.

AT THE ALTAR. Approaching the altar, the ushers, groomsmen, and bridesmaids separate to the right and left, allowing the bride to advance and be received by the bridegroom at the foot of the steps if he be awaiting her with his best man at the altar, or to advance himself if in the procession to join her before stepping to the altar. He takes her lightly by her right hand and conducts her to the altar where both kneel.

The positions at the altar are usually as follows: The bride stands on the left of the groom before the altar. The bridesmaids take positions near the bride; the groomsmen, best man, or ushers near the groom, and the parents near the couple and a little behind.

The first bridesmaid should be at hand to receive the bride's glove, which she removes, if the covering of the wedding ring finger be not turned back, from her left hand to receive the wedding ring upon the third finger, placed

there by the bridegroom with the words of the ceremony. The ring provided by the groom should be in readiness when called. The style of ring should be of standard gold, plain, and of good weight. Any engraving should be on the inside.

The groom and parents, relatives and most intimate lady friends of the bride and groom, should salute the bride first. The promiscuous kissing sometimes indulged in is not in good taste. The couple can be congratulated without resorting to this process.

LEAVING THE CHURCH. Upon leaving the church the new couple lead, the father and mother or their representatives following, then the bridesmaids and groomsmen and ushers in reverse order.

THE RECEPTION. After the ceremony the pair return to the bride's house together, and after readjusting their toilets return immediately to the reception room, where they take a prominent position, and standing receive their guests, who are presented by the groomsman. The friends may then offer their congratulations to the bride, the groom and the parents, and exchange civilities with the bridesmaids and groomsmen. Should any one be a stranger to one of the couple the person should speak first to the one known and ask an introduction to the other.

At a wedding entertainment there should always be refreshments and a bridal cake. If not a formal affair, cake and wine should be passed and a bridal cake cut, which should close the ceremony.

Evening entertainments to the bridal couple should always include all the bridesmaids and groomsmen.

WEDDING BREAKFAST. Should the wedding ceremony be performed with the bride and groom in traveling costume, and there be no formal reception at the time, there should be a wedding breakfast or luncheon, at which the bridal party and a few intimate friends should be present.

RETURN CALLS. All who received cards should call within two weeks if the couple be "at home," and good form would be to invite them to the first social entertainment thereafter.

HONEY MOON. It is customary, but not necessary, for a newly married couple to leave on the day of marriage for a tour.

GENERAL RULES. Upon their return the young couple may expect visits from all who received cards, and a series of entertainments should be given in their honor by their more intimate friends.

To those who leave cards at the residence of the newly married pair during their absence on the "honey moon" cards should be sent to inform them of their return.

If the newly married people reside with their parents or relatives their names should be written on the cards to prevent mistake.

When persons without parents are married they should send their cards to their acquaintances.

After the wedding it is sometimes customary to issue cards of *announcement* in the prevailing style, as follows :

Mr.

Miss

Married(day of week)(day of the month)(year)
and enclosing the marriage card

Mr. and Mrs.

At Home,

(Wednesdays in May).

(Residence.)

To this may be tied, by a satin ribbon, the card of the bride.

The time and place for receiving callers may be placed on the cards. These should be enclosed in a handsome envelope.

WEDDING ANNIVERSARIES. The celebration of wedding *anniversaries* has always been an occasion of enjoyable reunion among the participants in the event itself, and a few intimate friends. In order to adapt the occasion to some suitable recognition, designations have been given to these anniversaries, and while gifts are not obligatory, and the announcement "No presents received" on the invitation cards is desirable in the later anniversaries, a remembrance of an inexpensive character of the material named greatly contributes to the entertainment of the occasion.

These yearly *anniversaries* are as follows :

The first anniversary is the *Cotton Wedding*. The invitations are printed on cotton and any presents should be of the same material.

The second anniversary is the *Paper Wedding*. The invitations are printed on paper, and the most suitable presents are books or any other articles of paper.

The third anniversary is the *Leather Wedding*. The invitations are printed on leather, and any presents should be of the same material.

The fourth anniversary is the *Straw Wedding*. The invitations are printed on straw colored paper, and presents should represent straw.

The fifth anniversary is called the *Wooden Wedding*. The invitations should be printed on thin cards of wood, or on wedding paper, enclosing a card of wood. The presents should be of any article of wood.

The seventh anniversary is the *Woolen Wedding*. The invitations should be printed on woolen and presents should be of the same material.

The tenth anniversary is called the *Tin Wedding*. The invitations should be printed on tin foil, with a monogram in silver, or on wedding note paper in black, enclosing a tin card. Presents should be of tin.

The twelfth anniversary is called the *Linen Wedding*. Invitations are printed on linen in gold or silver. The envelopes should also be of linen. Any presents should be of the same.

The fifteenth anniversary is called the *Crystal Wedding*. The invitations should be printed on sheets of gelatine or white wedding note sheets, enclosing a card printed on mica. Presents of any articles of glass are appropriate.

The twentieth anniversary is called the *China Wedding*. The invitations are printed on cards with a china finish. Presents should be of china.

The twenty fifth anniversary is called the *Silver Wedding*. The invitations should be printed on silver bronze or fine white paper with monogram or crest in silver. The presents should be of silver.

As articles in silver are expensive, out of consideration for many who might not be able to afford a present, it is proper to print at the bottom of the invitation: "It is preferred that no presents be offered."

This rule will apply to all wedding invitations following the tin wedding.

The thirtieth anniversary is called the *Pearl Wedding*. The invitations should be printed on pearl tinted paper with monogram of pearls stamped in silver. The presents should be appropriate if given.

The thirty-fifth anniversary is called the *Coral Wedding*. The invitations should be printed on fine quality of pink-tinted paper. Any presents should be of jewelry representing coral.

The forty-fifth anniversary is called the *Bronze Wedding*. The invitations are printed on bronzed stationery, and any presents should be of bronze.

The fiftieth anniversary is called the *Golden Wedding*. But few couples ever reach this ripe old age of matrimonial companionship, and the occasion therefore is more of a family nature, the effort being made to bring together as many of the descendants and relations as possible. The invitations are engraved and printed in gold with monogram or crest in gold. The presents should be in gold, but as such presents are expensive this is optional. The more close relatives should give something.

The seventy-fifth anniversary is called the *Diamond Wedding*. The invitation should be diamond shaped and printed on the finest paper.

At the silver or golden wedding the marriage ceremony adapted to suit the occasion is sometimes performed by a clergyman as part of the entertainment. The motive of this would be to symbolize the continued trust and confidence the honored couple bear towards each other.

The usual forms of *invitations* used for *wedding anniversaries* are as follows:

Wooden Wedding.

1872—1877.

Mr. and Mrs.

Would be pleased to see you on evening, (date)

At o'clock.

An early answer requested.

(Residence.)

Still another form is :

1860.

China Wedding.

1880.

Mr. and Mrs.

At home

..... evening, (date)

An early answer desired.

(Residence.)

Another form is :

Silver wedding.

1855—1880.

(name of groom)

(name of bride)

Mr. and Mrs.

Request the pleasure of

.....'s

Company, on evening, the day of 18....

At o'clock

An early answer requested.

(Residence.)

Another form is :

1825—1875.

The honor of your company is requested at the

Golden Wedding Reception

of

Mr. and Mrs.

On evening, (date)

At o'clock.

R. S. V. P.

(Residence.)

CHRISTENINGS AND BIRTHDAY CELEBRATIONS.

It is proper after the birth of a child for the lady friends of the mother to leave their cards with inquiry after her health. The mother, as soon as convenient, should return her own card, to indicate to her lady friends that they may make personal calls. Gentlemen friends of the parents may make a visit to the father, if sufficiently intimate, for congratulation.

CHRISTENINGS. The *christening* being a matter of religious ceremony, is conducted at the time suggested and according to the forms of the denomination with which the parents worship.

Where circumstances will admit, a present of some suitable character should be given by the god parents to their god-child. The god-mother should present the christening robe and cap.

After the christening ceremony there may be a *Reception* or christening luncheon, to which all those invited to the ceremony should be asked. The principal rooms should be suitably decorated.

When the christening *ceremony* is performed in the church, on the Sabbath, the Reception may be held during the week following. When it is performed at home, the ceremony is followed by a Reception. In the latter case the room in which the ceremony is performed should be decorated with flowers.

The *hours* for the christening ceremonies at home are usually from 4 to 7 p. m.

The *invitations*, which are confined to intimate friends, may be written or printed in script or engraved as follows :

Mr. and Mrs.
Request the pleasure of your presence at the
Christening ceremony of their son (or daughter)
At o'clock (day) (date)
Reception from to o'clock.

(Residence.)

The *acceptances* or *regrets* should be sent within two days, in form the same as for social entertainments.

The invited *guests* should appear in visiting toilets at the hour named and should pay their addresses to the host and hostess the same as prescribed for an ordinary reception. After the ceremony, if at the house, or after receiving the congratulations of the guests, *refreshments* are served. The godfather should propose the health of the child. Gifts of an inexpensive character would not be inappropriate. The child in the arms of its nurse may be present during part of the time.

CAUDLE PARTIES. The practice of "caudle parties" is more common in foreign countries than in the United States. The two-handled caudle-cups for passing around, souvenirs of this ancient custom, are highly prized as heir-looms in old families. It was the vessel used to drink to the health of the little stranger by congratulating ladies on their visits to the mother within three to five days after the event. The caudle beverage was originally a spiced and wined gruel of oat meal. The father also gave a "stag" party when the

punch bowl was a prominent feature in the gayety of the occasion which was not confined to married men, but included established bachelors.

The modernized representative of this ancient custom is a set affair when the mother can be present, with invitations sent out a week or ten days in advance, as follows :

Mr. and Mrs.

Request the pleasure of

Mr. and Mrs.s'

Company onafternoon at o'clock.

Candle. (Residence.)

No presents expected.

BIRTHDAY CELEBRATIONS. It is customary among families in society to commemorate the *birthdays* of their children. The *invitations*, which may be written or printed in script, are issued to the companions of the children whose parents are in the same social circle, and are in form as follows :

Birthday Celebration.

Master (or Miss)s'

Compliments

For evening,(date)

From to o'clock.

An answer will oblige. (Residence.)

Or

Mr. (or Master)

Would be happy to see you on evening,

.....(date)..... at o'clock, to celebrate

his birthday.

An answer will oblige. (Residence.)

The usual *hours* for such entertainments are from 4 to 7 p. m., or later, according to the ages of the children. Suitable refreshments are served. The children should be seated at the table and served there as a matter of convenience. It is not improper to bring some inexpensive present, but it is not necessary to do so. The evening is usually passed in games and dancing.

As the age of the child increases the birthday celebrations become more elaborate, and after the young lady or gentleman has entered society they assume the character of social entertainments. (*See The Debut in Society.*)

VISITING.

The invitations for a visit should be specific as to time and duration. Where this is not done the visitor should early indicate the length of intended stay. Unless the time be fixed in the invitation a visit should not extend over a week.

A lady making a visit of some duration at a friend's house must conform to its rules and may render such assistance as will be received in the household duties of her hostess.

A guest should never invite a friend to call, nor to dine, except having first obtained permission of the hostess.

A guest should never accept an invitation to a place of amusement without first consulting the hostess.

A guest should avoid criticism of persons and things, and should have no conversation with servants other than to treat them kindly. A guest interrogating a servant about domestic matters in a friend's house, should be treated as unfit for polite recognition. A small present upon departure to a servant who has served you is not improper.

Children should not be brought with parents unless specially invited, and then they should be kept in restraint.

Guests should pay their own incidental expenses, such as carriage hire, washing, &c., unless the host or hostess should object.

Having returned from a visit, it is the duty of a guest to write to the hostess, giving some expression of appreciation of the hospitality shown.

GIVING AND RECEIVING PRESENTS.

There are many points of social usage in the *giving* and *receiving* of *presents* which cannot be too scrupulously regarded.

GENERAL RULES: The *general rules* which might well be remembered in giving and receiving presents are the following :

In making a present it is always in good taste to accompany the article with a card with the name of the person to whom presented and by whom sent, with the words "Compliments of"

Never make a present expecting a return.

Presents should have significance, either of affection or friendship, and have reference to the object of giving them.

No unmarried lady can in justice to herself receive an expensive gift from a gentleman unless a member of the family, a relative or her betrothed. Inexpensive presents like a book, a piece of new music, a bouquet, or some articles of bric-a-brac, she may accept with propriety if she feels so inclined. Receiving presents is apt to produce a sense of obligation often embarrassing in the end, especially when circumstances and surroundings change with the advance of life.

A young lady may with propriety make a present of her handiwork to a young gentleman who is a relative or old friend. She should, however, be chary of such evidences of her friendship as their value will be thus enhanced.

A married lady, with the permission of her husband, may receive a present from a gentleman as an expression of appreciation of the hospitality shown in her husband's house, but the occasion must be one of special propriety. A present from a married lady to a gentleman, the occasion for which would be exceptional, should always be in the name of herself and husband.

It is not necessary to depreciate your gift as a reason for its acceptance, nor in receiving one to put on an impression that you are robbing your friend. When a present is made it is presumed that it is given in sincerity, and no apologies are needed for taking it. Of course it is proper to show an appreciation of the act, but to do this it is only necessary to express your gratification.

It is not the price but the spirit and motive of a gift which gives it its value. A gift beyond your means had better never be given. It troubles your own sense of justice to yourself and embarrasses your friend, as it cannot well be refused without mortification to yourself, and cannot be accepted without a sense of commiseration.

Never be too demonstrative in giving thanks either by letter or word. A happy medium savors more of sincerity.

It is no compliment to accompany a present with the remark that it is of no use to you.

Wedding presents are an exception to the general rule, and are frequently more ceremonial than social. They are testimonials of the best wishes of friends to the bride, and are regarded as involving no other obligation than an appreciation of the spirit which prompted the gift.

It is not polite to recall a gift to a friend.

ETIQUETTE IN PUBLIC.

It is the pride of our social institutions that a lady in public demeaning herself as becomes the modesty, reserve and delicacy of her sex, is as protected from remark, indignity or familiarity as though she were attended by a legion of zealous courtiers. Of many countries this cannot be said.

ON THE STREET. A gentleman accompanying a lady on the street should look to her safety and secure her from being jostled by the crowd. It is not a special evidence of politeness to be changing sides at every crossing of the street so as to keep on the outside. This looks like straining for effect. Circumstances should govern the side upon which a gentleman should walk. All things equal the side toward the street would be best. Where there is a great crowd it is not improper for a young lady to accept her escort's arm.

It is more graceful for a couple on the street to keep step

Should a lady be carrying a parcel, the gentleman accompanying her should insist upon carrying it for her.

In some cases it would be proper for a gentleman to assist a strange lady over-laden with parcels to her carriage or into a street car.

A lady on the street should give the first sign of recognition, which should be promptly returned by a gentleman by lifting his hat. A nod to a lady on the street is impolite.

In passing on the street the recognition received from a lady by one gentleman should be returned by all the others in the party, though strangers. This rule does not apply to several ladies in a party unless they be personally acquainted with the gentlemen.

It is impolite to address a friend, lady or gentleman on the street by name in a loud coarse voice. They might not desire their names paraded before the public.

Meeting a gentleman on the street, and engaging for a moment in necessary conversation, it is not required that he should be introduced to others in the company. He should, however, make a parting salute. Introductions, when necessary in public, should be in a low tone.

It is not necessary to be pulling off the glove every time a person shakes hands in public. If the glove be off, very well, but if not, it is ridiculous to keep the person waiting while extricating the hand from the glove.

In moving along the street it is inelegant for a lady to be gadding into windows and hotel doorways. A lady can see and hear all that she should on the street without letting everybody know of it. She should go about her business quietly and for her own sake, attracting as little publicity as possible.

As a rule it is not polite for ladies to stop on the street to converse with each other, and only under imperative circumstances is it proper for a gentleman to stop a lady for that purpose. When such conversation is necessary the parties should slowly pursue their way together.

Ladies kissing on the street is inelegant, and shaking hands with gentlemen in public is not polite. Simply formal recognition should be made in public.

"Cutting" is only justified by the bad conduct of the person to be "cut." A formal bow or increased ceremony are the least offensive ways. A person must be extremely dull not to understand this. In society sometimes the only way to judge of a person's feelings is by this manner.

Persons properly introduced must not be slighted in public without good reason, as the offender might be called to account.

If you meet a gentleman acquaintance with a lady take off your hat instead of nodding. This is out of respect for the lady.

A lady asking a question on the street for information should be answered respectfully, and in answering, a gentleman would naturally lift his hat.

SEATS IN PUBLIC. Ladies and gentlemen should never occupy more space than rightfully belongs to them if others are incommoded thereby.

A parcel or any article left in a seat while the occupant is absent on an errand gives sufficient title to its possession.

A gentleman will, as a rule, surrender his seat to a lady unless infirmity or effects of debility render it painful for him to stand. This applies as well in a street car as in other local conveyances.

REGARD FOR OTHERS. It is always laudable in public to consult the comfort of others. Some persons will open a window in the depth of winter without regard to those near by. Any one under such circumstances could properly request an officer or authorized person to close it.

The habit of some men of bringing up the names of ladies in public places and in mixed companies of men is to be deprecated, and it would not be improper for a friend to rebuke any person who is so unmindful as to neglect to observe such a course of propriety.

It is impolite to read anything aloud in a public place unless requested to do so.

It is a mark of respect to all present to remove your hat while seated in a restaurant. Never sit in the presence of ladies indoors at all with your hat on, whether it be in a private parlor or place of amusement.

AT A PLACE OF AMUSEMENT. If a gentleman desires to take a lady to the *Opera, Theater, Concert* or *Lecture* he should invite her the day before, if possible. If by note, the lady should answer at once, so that should she decline, the gentleman may find a lady to take her place should he desire. The *seats* should be secured beforehand, so that the lady will not be kept waiting in the lobby in a crowd. It is not imperative for a gentleman to engage a carriage for the occasion. If he have the means to do so conveniently it is proper, but otherwise propriety would be on the side of not doing so. Nothing so ill becomes a young man of moderate means as an effort on such an occasion to imitate the ways of persons of wealth or large income.

A gentleman should arrange the time so as to arrive before the curtain rises. He should walk by the side of the lady entering the place and in advancing to the seats secured if the way is wide enough to permit. Otherwise he should precede her.

Arriving at the seats the gentleman should allow the lady to enter first. When seated he should hand her a libretto or programme secured at the door.

It is the height of ill-breeding for a gentleman to be running out during the intermissions. This is the time which he should devote to the entertainment of his companion. He must never give up his seat to another, even a lady.

It is unappreciative and ill-mannered for a lady to be criticising the entertainment even if not good. Having accepted the invitation, she should enjoy it or say nothing out of respect for the feelings of the gentleman who has invited her.

It is unpardonable to be talking or making a noise during the entertainment to the annoyance of others. Applause at proper times is appropriate.

When a gentleman visits a lady in her box at the theater he should depart when others enter, so that they may also make their compliments.

In leaving the entertainment the gentleman should lead.

The gentleman should call upon the lady the next evening, if agreeable to her, to inquire after her health.

Persons visiting a museum or picture gallery should never handle anything. This is the first evidence of common breeding. Nor should they touch anything with a cane or umbrella, or unnecessarily delay at any object, and especially avoid crowding themselves in front of other persons viewing the same object. So few persons have any real knowledge of art that criticism often results in an exposure of ignorance.

IN CHURCH. Remove your hat at the door and walk by your lady's side to the pew, then advance turn and face the lady and make a slight inclination of the head as she enters. Never take a seat in a strange church until shown there by an authorized person.

Never appear giddy or thoughtless of the solemnity of the place.

In a church of a different denomination than your own be observant of its forms and show special deference. No matter how different the services may be, or how they may strike you, give no evidence of diversion or what you think. Always arrive before the services begin.

CHEWING. To indulge in this habit at any time in society, public or private, is vulgar and disgusting.

SMOKING. The practise of smoking should be exercised with much discretion in public or private. As a rule it is offensive to ladies in this country no matter how much they may disclaim the fact. It would be a proper course and a respect to ladies for a gentleman not to smoke while in their society. It is customary in some houses for gentlemen to smoke at the close of dinner, but this should only be after the ladies have retired from the table. Sometimes the gentlemen are invited into another apartment for smoking, and rejoin the ladies in the drawing-room after they have disposed of their cigars. It is at all times inelegant to be puffing away at a cigar while walking with a lady on the street or engaging her in conversation. Smoking a pipe in public is not only inelegant but is offensive to most people.

THE ETIQUETTE OF RIDING, DRIVING AND CYCLING.

For fashionable driving the establishment should be in good style. The *vehicle* should be of popular design and superior finish. The *horses* should be well fed and well groomed, and the equipments should be neat and in perfect order. The *coachman* and *footmen* should be in neat, clean livery, and should sit erect with eyes to the front. They should avoid a lounging attitude.

CARRIAGE ETIQUETTE. If you invite a friend into your carriage offer the best seat. This is the right seat facing the horses. A lady should always be offered this seat and the gentleman should sit on the seat opposite unless invited to sit by her side. If the lady be in her own carriage she should always occupy the right hand rear seat, no matter who else may be in the carriage with her.

In alighting from a carriage the gentleman, if any present, should step out first, under all circumstances, and then assist each lady. If a footman be present he should alight first and open the carriage door. The gentleman should alight and assist the ladies. If no gentleman be present the ladies may ask the assistance of the footman if required. In handing a lady from or to her carriage a gentleman should raise his hat either before or after.

HORSEBACK RIDING. Equestrianism has become one of the popular diversions among the officials and unofficials in the fashionable life of the Capital. It received a marked impetus through the organized efforts of the Washington Riding Academy, under the proprietary management of Col. J. D. Brown. This large and thoroughly appointed establishment, unrivaled in the United States, during the season is the resort of the members of polite circles. In the reception-rooms will be met ladies and gentlemen representing every branch of the civil, military, and



THE ENTREE.

naval service, in the spacious riding ring may be seen the fashionable pupils and experts in the equestrian art, and in the galleries a thousand spectators, thoroughly representative of the very best of the social life of the seat of government.

Under such circumstances and surroundings the observance of the rules of etiquette is particularly important.

THE MOUNT. The horse is the first consideration.

There are five requisites to a good saddle horse. 1. To be sound and of good wind. 2. Gentle. 3. Well trained. 4. He should have courage. 5. Intelligence.

A thoroughbred is always the best. He should be fifteen hands two or four, of dark color, with broad back, round body, graceful neck, small head, small ears, clean-cut legs, and be firm on his feet.



A WASHINGTON BELLE.

A vicious horse is not fit for a lady's mount. A spirited horse with a good temper is best.

A "weed" from the racing stables is not suitable for a lady. They are too anxious to be first, and have too many "coaching" tricks.

In a word, the horse should be known, sure footed, of easy gait and have no vicious habits. The saddle should be securely girted and examined before mounting. The bridle should also be carefully examined by the gentleman. The responsibility for the lady's safety rests with the gentleman, not with the groom.

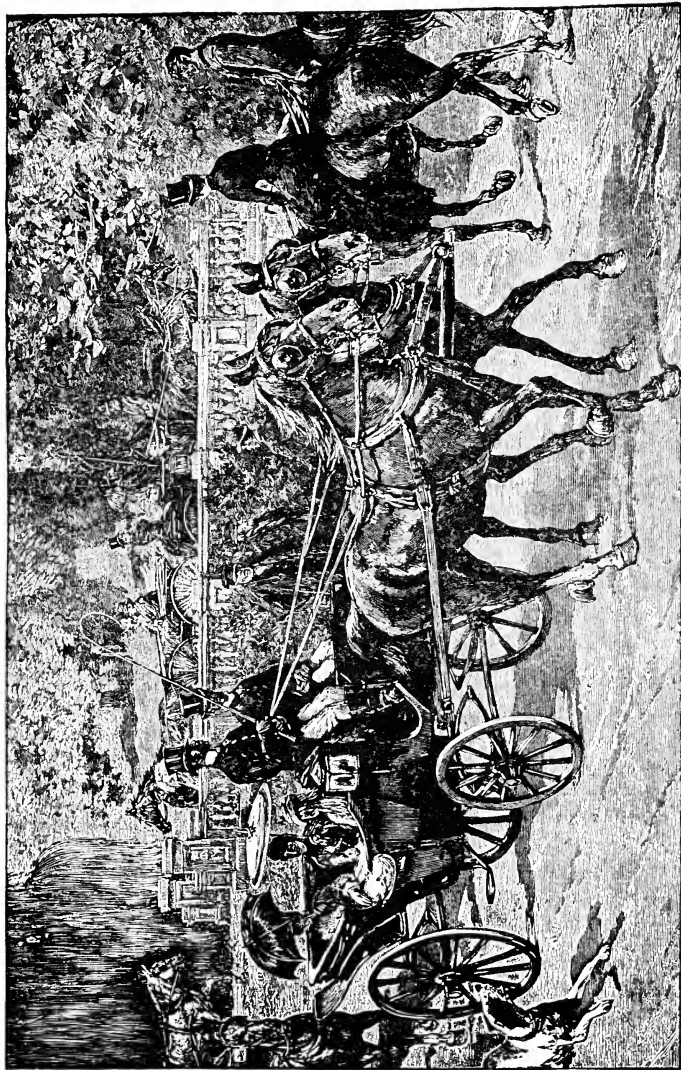
THE HORSE EQUIPMENT. Always get the best equipment. It is stylish and the cheapest in the end.

Everything should fit and be comfortable. Great care should be exercised in

selecting the *saddle*, for either lady or gentleman. A small racing stirrup for gentlemen is the safest. A lady's saddle should fit the horse well on account of her position. It should be light and safe.

A severe *bit* is not necessary. A lady's bridle of bit and bridoon is the best, and will suit most horses. By its use you have complete control, and can use either curb or snaffle, to suit your animal. The bit should be nickle-plated and kept clean to look well.

THE HABIT. The *riding costume* of a well-turned out lady on horseback should be made of dark material, in the style of the prevailing fashion, and



AN EVENING DRIVE IN THE PARK OF THE SOLDIER'S HOME, NEAR WASHINGTON,

be well fitted. It should have a smooth service and stand rain or snow. Meltons or stockinett or cloths are best. The long flowing fo'lds, so dangerous to life in case of accident; plumes, to serve as "sky-scrapers;" the veil, obstructing her vision, and the fear of showing a well-proportioned figure have become obsolete.

A habit consists of the bodice or jacket, the skirt, the trowsers or breeches, the hat, and the boots.

The *skirt* should be about two yards around the hem, extend three or four inches below the left or stirrup foot, the bottom running horizontally, and fit well, closely, about the hips, with fullness for the knee. The bodice or *jacket* should fit snugly and yet not tightly at the arm holes, to give the appearance of constraint. It should be large enough for a chamois under jacket for cold weather. The collar should be standing or turn-over. The loose *trowsers* for habits are not desirable, being two cumberson and inconvenient with boots. The *breeches* are, in every respect, neater and more comfortable. They should be of the material of the skirt, jersey or stockinnet, lined from the hips down with chamois, and buttoning four inches below the knees or close at the ankles, and fitting inside the boots. The *boots* should be of the softest calf-skin, with pebble-leather uppers reaching well up to the bend of the knees. The boots should fit easily and have a low flat heel. In winter, woolen under stockings with silken ones drawn over are suitable.

The *hat* should be an ordinary silk high one, or a Derby, held in place by an elastic. A black cloth band will lessen the apparent height of the hat. Jockey caps and felt hats are allowable, but are not in best style. These should be worn by children.

A *veil* is unnecessary, but if worn should be a black net pinned in a knot under the leaf of the hat.

The *gloves* should be of heavy kid, buckskin or soft leather, of dark color, with four to six buttons, and double stitched with black on the backs.

Jewelry is entirely out of taste.

The *collars and cuffs* should be spotless. Fasten them with stitches, and never with pins, if you wish to secure them against disarrangement from the motion of the animal and be miserable.

The underwear, vest, drawers, (tights are the best,) and stockings should be lisle, silk, or wool; and a soft perfect fitting corset.

It is not necessary for a lady to wear a *spur* to ensure prompt obedience of the animal. If she does, a "sheath" spur is preferable to rowel, which is likely to tear her habit and start the animal every time she arranges its folds. A nickle-plated spur, with strap over the instep and buckle on the near side gives finish to the boot.

The *whip* should be of the jockey pattern as most serviceable. Bamboo is the best, with buckthorn, wood, or fancy metal crook.

A GENTLEMAN'S MOUNT. The rules applicable to a lady's mount, as regards the horse and equipments, will apply to a gentleman. There is less difference on account of the color of the steed. The gentleman should dress in dark, outdoor costume, and wear a high hat, if he wishes to be in best form, although a cap or soft hat would be permissible. The spurs should be nickle-plated and neat, and a late style of jockey whip would be the best.



A STYLISH MOUNT.

MOUNTING AND DISMOUNTING. In mounting, the lady should seize the pummel of the saddle with her right hand and gather her riding train in her left.

She should stand close to the animal with her right side. She should place her left foot in the gentleman's hand and spring with the right limb, poising herself with her hand on the pummel, turn her body as she clears the saddle and places herself squarely in the seat. She should then spread her skirts and gently raise her right knee over the pummel. The gentleman should place her left foot in the stirrup. If the lady is not easily seated she can raise herself in the stirrup and loosen the tension of her train upon her waist.

The gentleman may now mount taking the reins in the left hand, resting it on the pummel, the right he places on the cantle, the left foot he rests in the stirrup, and with an easy spring straightens his left leg at full length and swings the right easily over the cantle and seats himself. He then places his right foot in the right stirrup.

Before alighting a lady should entirely disengage her limbs and habit, and resting her left hand on the pummel and placing her left foot in the gentleman's left hand she should gently raise herself slightly out of the saddle and allow the gentleman to place her easily on the ground.

THE GROOM. The groom attending a lady or gentleman on horseback should never canter his horse, but should follow at a trot or, if necessary, gallop, sitting erect in his seat keeping his eyes to the front. A groom lazily

seated on his horse glancing at every object, and particularly the maids, detracts from the dignity of being attended by a groom.

When a groom is summoned forward to the side of his mistress he should advance quickly on the off or right side, touch his hat in acknowledgement of the command, listen respectfully, eyes cast down, and again touch his hat upon departing to carry orders.

SADDLE ETIQUETTE. A gentleman should ride on the off or right side of the lady in order to avoid her train. If two ladies are in the party the gentleman may ride between them, but he must exercise caution.

The speed of the horse must be governed by the skill and wishes of the lady.

A gentleman should be vigilant in watching the horse equipments and his motions, especially if the horse be strange to him.

Do not permit your horse to crowd your companion's horse into all the ruts. Divide the road. Horses are selfish. Riders are sometimes thoughtless.

Do not splash at full speed through mud puddles, particularly when riding near persons afoot.

When riding near pedestrians be careful not to startle them, and generally it is safer to give them the right of way.

A gentleman should always pull up and pass a lady at a walk.

Never gallop up suddenly behind another, particularly a lady, as few horses will quietly take such a surprise, and many timid or inexperienced riders may be alarmed or discommoded by a sudden start.

If a person unintentionally alarms another's horse ride a few moments side by side until the frightened horse becomes quiet.

If your horse have a faster gait do not urge your companion. Gallop ahead a short distance and return. Your animal may then be less restive.

It looks well to see a lady's horse cantering beside that of a gentleman whose animal is trotting, but not so the reverse. A gentleman on a cantering horse beside a lady on a trotter does not harmonize. It looks too much like the gentleman trying to keep up.

Ride a borrowed horse scrupulously according to the owner's desire.

For cross-country riding take up the stirrup one hole.

Never permit an animal to crop boughs or grass, it gives him a slovenly appearance.

Watering horses, except on long and rapid rides and unless needed, unnecessarily soils the bridle and bit.

Ignorance has ruined many fine horses. A light, firm hand is necessary. Use the whip and spur very sparingly, and only for intelligent correction, but not brutally.

RULES OF THE ROAD. In passing on the road, when meeting keep to the right, when overtaking a person pass to the left, but when overtaken keep to the right, so as to leave the road free at the left. An exception is when leading a horse, pass yourself next to the rider, as a led horse is often inclined to kick.

When approaching a lady always do so on the off or right side.

CYCLING ETIQUETTE. Among the many diversions of the National Capital, cycling occupies a prominent place. The scores of miles of concrete and asphaltum avenues and streets, the long stretches of well-kept gravel drives in the public parks, and the excellent suburban roads afford facilities for the enjoyment of the "silent steed" unrivaled in any city of the Union. The use of the cycle gives polite, recreative and healthful exercise, not only to gentlemen in official and unofficial life, but to ladies in fashionable circles.

Cycling has been one of the institutions of Washington since 1879, when the second oldest and one of the foremost clubs in the United States, the C-Bi-C., (Capital Bicycle Club,) was organized by H. S. Owen, who brought the first bicycle to Washington, and was one of the best non-professional riders during the pioneer days. From this beginning cycling at Washington has grown to the extraordinary numerical dimensions of thousands of "wheels" of all designs.



THE MOUNT. There are various designs of cycles. For *men*, upright and safety bicycles and stars. For *ladies*, safety bicycles, constructed with a frame curved down so as to allow the skirts to hang free. For *ladies and gentlemen*, tandem-safety bicycles and tricycles and sociables. The weight of the ladies bicycle is but thirty-six pounds.

COSTUME. The lady's *habit* for cycling should be blue or brown for winter, and blue or gray for summer, and be made of cloth or flannel, with blouse-like *waists* and a straight round *skirt* of full length, and cloth *leggings*, buttoning to the knee for protection in the movement of the limbs and against

dust. The foot covering should be a laced shoe, which will afford the flexibility of motion necessary to free action upon the pedals. The *hat* should be of jockey style, with a stiff visor and of the color of the suit. A *veil* is not necessary. The *gloves* should be of the riding style, in dark color, and large, so as to admit of a free use of the hand, and fingerless gloves for summer. The *hair* should be arranged low in the neck or in a loop braid.

A gentleman's proper costume should be of dark, or his club color, of stout material, and consist of knickerbockers or knee breeches, norfolk or closely fitting jacket, and laced or tennis shoes, jockey hat or derby, leggings or long hose of heavy wool, and stout gloves for winter. A high silk hat is not in style.

HOW TO MOUNT. There are two methods of mounting a cycle for ladies. Always standing on the left side of the machine. 1. The still mount, by placing the right foot on the right pedal, which should point upward toward the handle-bar, and rising easily, thus dividing her skirt equally to the saddle, the weight of the right foot on the pedal giving the machine the proper impetus to preserve the equilibrium until after the saddle is reached. 2. The moving or pedal mount, by walking or trotting along on the left side of the cycle for a few steps, simultaneously placing the left foot on the left pedal, when the pedal hangs towards the ground and is commencing to ascend, thus rising gently with the pedal, at the same time passing the right foot quickly to the right pedal, remaining on the pedals for a few revolutions until the skirts are equalized, then seating herself slowly in the saddle. While at first seemingly difficult, it is the most graceful, easiest, and quickest mount. The art of riding is a matter of instruction entirely.

The gentleman's mount is by the step, while trotting along after the machine, rising forward seating himself in the saddle and placing his feet on the pedals.

RULES OF THE ROAD. The gentleman should see the lady safely mounted and started before mounting himself. If sure of her success by experience he may mount at the same time.



A gentleman should always ride on the left side, in order to be between passing vehicles and the lady.

In places of danger, as descending steep hills, the gentleman should lead.



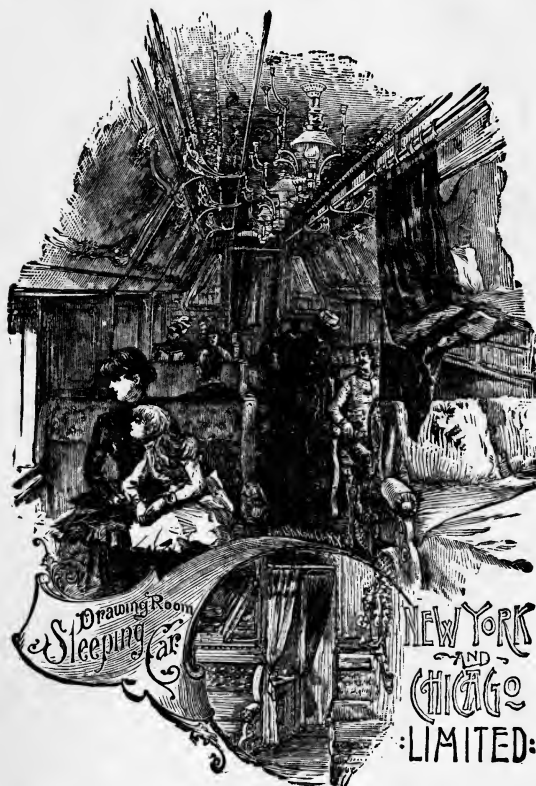
THE SIMPLEST AND MOST GRACEFUL FORM OF LADIES BICYCLE.

In narrow places or path riding the gentleman should ride ahead, so as to show the way.

If two ladies are in the party the gentleman should ride on the extreme left.

In passing a vehicle the gentleman should ride on that side and a little ahead as a protection against accident.

If a number of ladies are in the party the gentleman should keep on the left and a little ahead, in order to pick the way.



TRAVELING.

The American people are instinctively a traveling race. Fondness for adventure, change, and instruction is one of the national characteristics. The intermingling of all classes is also a part of popular institutions. The PENNSYLVANIA RAILROAD COMPANY was the first to recognize the public demand for increased comfort and elegance in the facilities for fashionable travel. The modern special cars for passengers have become palatial in design and appointments. Coincident with the increased luxury of travel, the

Pennsylvania Company was the pioneer in the consolidation of trunk and auxiliary lines, making them practically one line from great terminal points, thus abolishing the public nuisance of frequent changes. Travelers, as the result of the enterprise, liberality, and consideration for the comfort of the public which has always been shown by this company, can now take a place in one of their palaces on wheels and traverse the vast stretches of States and

regions under the national jurisdiction, from the metropolitan points on the Atlantic to the inter-oceanic, gulf and Pacific cities, enjoying at the same time the ease, luxury, and seclusion of their own drawing-rooms and the pleasures of their own dining tables.

These special facilities available to the public present the most luxurious traveling by rail in the world.

The Pennsylvania company, fully appreciating the energy of the people, also expedited the running of trains between terminal and principal intermediate points.

The culmination of the luxury, safety and speed of American railway travel has been reached in the *New York and Chicago and Washington Limited* trains. These embrace vestibule sleeping, dining, drawing-room and smoking-room cars, the most superb and luxurious railway coaches ever built. The vestibule feat-



ure renders the train practically one elongated car, through which passengers may pass with the utmost ease and freedom. In the perfectly appointed restaurant meals are served from bills of fare representing all the substantial and delicacies of the season, and for a reasonable consideration. The smoking car is furnished with every comfort, card-tables, chessmen, checkers, etc., and for free use a well-stocked library and desk supplied with note papers, envelopes, pen and ink, etc. A complete barber-shop and bath-room perfect the

conveniencies of the train. The extra charge for this special service secures, in addition to increased comfort, seclusion from the rush and not always agreeable experiences of the general element of travel.

THE ETIQUETTE OF TRAVELING. The long lines of travel in the United States naturally throws persons who are strangers to each other into a

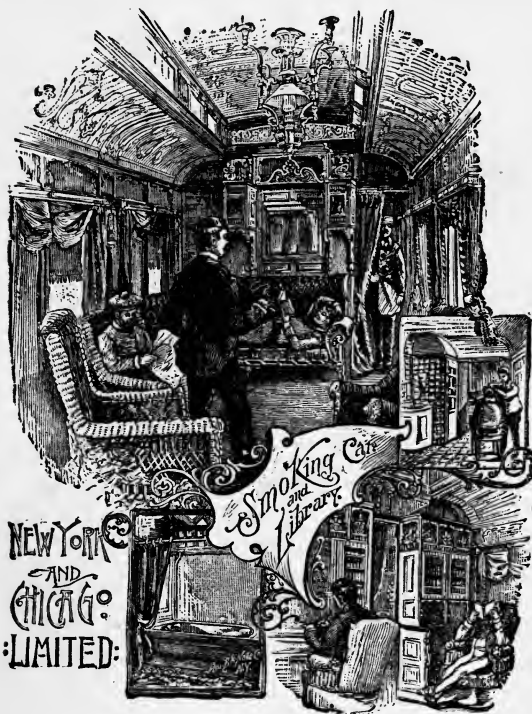
certain degree of association, which may continue for a week or ten days without cessation. The etiquette of traveling therefore becomes an essential feature of the polite education of every lady and gentleman in the land.

The cardinal rules of etiquette governing persons traveling by railway may be stated as follows:

If a lady traveling in the United States finds herself the object of obtrusive remarks or glances, it is as a rule her own fault.

A lady attending to her own business, and asking ques-

tions only for information from officials or others employed for that purpose, will never be approached or annoyed by strangers. If necessary, however, word to an officer would stop further annoyance. If she behave herself as becomes her sex, a lady can travel from Washington to the remotest parts of the country without even a fear of discourteous treatment. Those who stare at everybody and everything, and are ready to answer questions from any one, must expect to be treated by an irresponsible public according to their own estimate.



Some women, perhaps, artlessly tell any strangers, who will listen to them, all about their private affairs, and are ready to be beguiled into familiarities with presuming persons to the annoyance of reputable people.

It is of course desirable, where convenient, to have an escort, but now-a-days ladies, as a rule, have had some experience in traveling, and, except with a relative or intimate and tried friend, it is more convenient to travel alone.

Traveling acquaintance between elderly gentlemen and ladies may be made, but should not lead to an exposition of private business and should cease with the journey. A young lady should not admit of such an acquaintance. She may ask a question for information of a gentleman, if no officer be present, without making it necessary to open a conversation.

Under some circumstances a lady may accept passing services from a stranger in a slight way, such as assisting in carrying her parcels from one train to another, or raising or closing a window, but in doing so she should thank him politely and resume her reserve. It is not necessary to entertain a stranger for the rest of the journey on account of the politeness and service which the instincts of a gentleman would suggest towards any lady.

At a public table, at a railway station, on a steamer or at a hotel it is unbecoming to rush for a seat and gather in all the dishes within reach.

THE CHAPERON—HER CHARGE AND DUTIES.

If a young girl or unmarried lady values herself, she cannot be too exact in observing certain conventionalities and proprieties which society has raised as safeguards about her, against the snares and allurements of the gay world. The safety of society requires certain ceremoniousness and conservatism outside the family circle, and in the social intercourse of young women and their gentleman acquaintances. A married woman has her husband to shield her. A widow holds her own or not, as she keeps herself aloof from the appearance of improprieties.

NECESSITY OF A CHAPERON. The natural chaperon of a daughter is her mother. The Europeans take care of their daughters and young girls. The Americans are too indifferent as to the proprieties, and but for the good sense and strength of character of American young women, and the natural instinct of chivalry and respect for women among American young men, American society would be far different. American institutions are calculated to inspire self respect and self control in the individual members of society, but regard for appearances is a safe rule under all circumstances.

Every American woman is aware that the loftiest position which is open to women in a republic is possible to her, and that neither poverty nor obscurity

necessarily obstructs her way; therefore, being ambitious, she cannot be too careful of her conduct or speech, lest she have a retrospect which envious gossips may bring forth against her. Even though it may be but a remembered disregard of the best social usages of her times, its resurrection will be an infliction to her; therefore, she should follow only the safest of society's customs.

It is not good form in foreign countries to place an unmarried daughter over a widowed father's household, without a chaperon, a relative, or person of matronly years. The disregard of this in America is reprehensible, and has often led to disagreeable comment. Young people have their own company and pleasures, and a father would make a poor chaperon.

WHAT A CHAPERON SHOULD BE. A chaperon should have passed the age of feminine frivolities, and understand society and its wiles. She should be of conservative manner and of unexceptional standing in society. The vivacious or flirting chaperon is worse than none at all, as she is using the innocence of her charge as a means to her own gayety.

A chaperon should be dignified and courteous, and not take up too much of the conversation, or absorb too much attention. She is simply a social mentor.

A chaperon should not be unnecessarily rigid about the dancing engagements of her charge, but an objectionable partner should not be tolerated, and should be disposed of in a gentle, lady-like way, if possible. A sensitive, well-intentioned and refined man, will not add to the difficulties of the situation, though he may feel that he is misjudged by one or both of them. Only a vulgar man can express anger by his manner, speech or expression, and only a vulgar girl will pretend to misunderstand the sentiments of her chaperon or be disobedient to her wishes. Deference to the wisdom of her elders is counted one of the charms of girlhood.

DUTIES OF A CHAPERON. The duty of a chaperon is to have a supervisory care of her young lady charge in her public and personal relations to society, to instruct her in its customs and protect her against the appearance of impropriety through inexperience.

A chaperon should see that the young lady is first properly introduced, that her acquaintances are proper, and that her conduct is conservative.

The most consummate tact, socially speaking, should be possessed by a chaperon.

ETIQUETTE OF CHAPERONING. A lady chaperoning one or more young ladies, if at a Drawing Room, should enter with her charge on her

left and slightly in advance. She should exchange courtesies with the hostess first and then present her charge.

A gentleman will not ask the young lady to dance, promenade, or go to supper without the approval of her chaperon.

He cannot ask a young lady to the opera or theater without the consent of her parent or chaperon. In foreign countries it would be proper form to invite the mother, but in the United States this propriety is not observed. A young lady of self-respect will not accept such an invitation from a simple acquaintance, and the character of a friend, with her own good sense, should be sufficient to protect her.

A young lady ambitious to reach social appreciation above the degree to which she was born will never be seen alone in a theater box or private room of a restaurant with her gentleman escort, no matter who he may be.

All theater or opera parties should have a chaperon. (*See Etiquette of such parties.*)

A gentleman giving a tea, supper, or dinner, at a restaurant, in a private room, to his lady friends, should always have the presence of an elderly married lady as chaperon. A married kinswoman would be best. No young girl with self respect would accept such an invitation under any other circumstances, nor will a gentleman, accustomed to polite society, make any other arrangements.

A COMMON LAW. American girls are self-consciously able to take care of themselves, but the world, and particularly that portion of it called fashionable society, is very uncharitable in its opinions. The safe side, is to recognize the usages and proprieties of the same as any other wise regulation for the good conduct and order of human intercourse.

· RULES OF DECORUM.

An inherent sense of self respect, a regard for the feelings, opinions and convenience of others, and an appreciation of the proprieties incident to good manners, in the company of friends, acquaintances or strangers, have led to certain general rules of decorum, which are recognized in polite society. These may be stated as follows :

Those of higher rank or elder in years should always be given precedence in society. It is more polite to concede to others their rank than to offensively assert your own. Never put on an air of superiority. A person really superior will better assert that by modesty.

Those who have recently come into social position should be careful how they demean themselves towards their seniors and superiors. It is the latter who should make the advances for acquaintanceship.

In the presence of persons of official or social rank show respect, but do not forget what is due to yourself. Persons of distinction appreciate the applause of their fellow beings, but to be effective it must be dignified and not obsequious.

In entering a doorway or ascending a stairway a gentleman should open the door or pause and bow and permit the lady to go first. If leaving a building or descending he should bow and go first. In the first instance, after the lady shall have passed out he closes the door and joins her or returns as the case may be.

Never presume to take a friend to the house of another even for a social call, no matter how intimate your acquaintance, without first inquiring whether it would be agreeable. This is not an uncommon fault in American society, and should be severely rebuked. Instances are numerous where such a course has resulted in much evil.

It is not polite for gentlemen to take their hats into the drawing-room to be carried out by a servant.

Avoid affectation. A proper question deserves a kind answer.

A gentleman rises when saluted. A lady not necessarily, unless greeted by a superior in age or station.

A bow of recognition should always be returned unless there be a reason for not doing so.

Always pass in the rear of persons seated or standing in conversation, or apologize if necessary to pass between them.

Be pleased yourself and strive to please others. Such a course will make your presence doubly agreeable.

Do not remain seated while ladies are standing. Offer your seat and if declined resume it.

Do not aim to show off by too familiar use of names of individuals in public.

Drumming with your fingers on the table or your feet on the floor or s'aring around the room are not only vulgar but signs of a vacant mind.

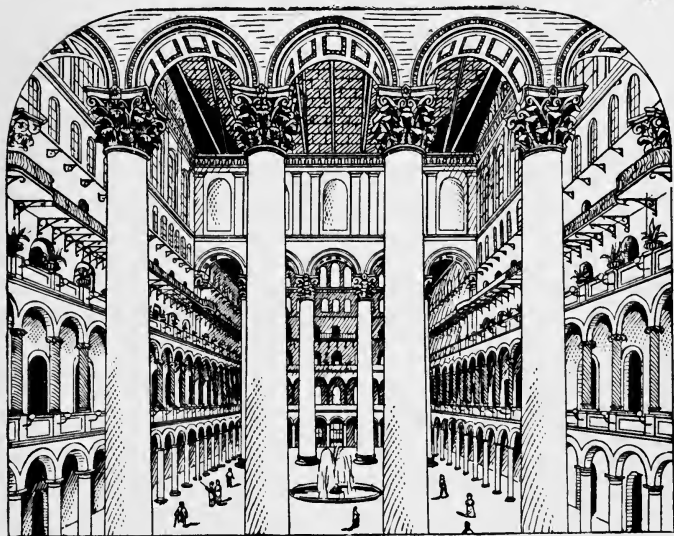
Exhibitions of excitement, impatience or anger in the presence of ladies are a disrespect, no matter what may have happened.

Eccentricity should not be noticed. If feigned it fails of its object, and if real the person's feelings are not hurt.

Formality among intimate friends may be dispensed with, but with strangers it would be discourteous to omit the ceremony of established customs.

Grasping or poking a person is not the best form of calling attention. A few words of address are better.

Having promised to perform a service for a friend, be sure to do it. Keep all appointments with punctuality.



THE CORTILE OF THE U. S. PENSION BUILDING.—SCENE OF THE BALLS IN HONOR OF THE INAUGURATION OF THE PRESIDENTS OF THE UNITED STATES.

This immense structure of brick, 400'x200' and 75' high, consists of a range of apartments on four sides of an immense cortile or covered court, 316' long, 116' wide, and 120' high. The central columns are 75' high, and $7\frac{1}{2}$ ' in diameter. The court will conveniently accommodate 12,000 persons at a ball, and with balconies and corridors closely packed, 59,000 persons can get within the spacious edifice. It was first used, when yet unfinished, for the ball in honor of President Cleveland, 1884.

It is manly to accept an apology. This does not necessarily restore former relations, but it shows a willingness to be just.

In society watch your tongue to avoid trouble.

Jokes are never safe in society. They may not be taken in the kindly spirit in which given.

It is not polite for gentlemen or ladies to make their feet the most conspicuous objects in the room. Tables and window sills were not intended for foot rests.

Stretching the limbs at full length may call attention to a fine form, but the drawing-room is not the place for such exhibitions.

Spitting is emphatically a vulgar habit. It would be well to leave that habit at home or on the street.

Never have the appearance of curiosity. Never ask a question prying into the affairs of others. Originality is better than imitation in word or manner.

Picking the nose or the teeth, or the biting or paring the nails is not becoming in society. Pointing at a person shows lack of training.

Take things as they come, and practice patience if you wish to make a favorable impression.

Tell the truth or say nothing. To deceive a friend will destroy confidence in the future. Under all circumstances avoid familiarity.

Laughing at the appearance, manners, dress or mishaps of others is unpardonable. Making remarks about others, whatever may be their peculiarities, is reprehensible. Looking over one's shoulder is not polite.

When you enter a room do so quietly, close the door gently, if you found it closed, or allow the servant to do so, make a general bow, and greet the host and hostess. Before entering a room knock so as to announce your approach, unless the occasion be a public one or a servant be present. Never speak or laugh boisterously nor otherwise show a tendency to coarseness. These are the elements of a boor. Never slam a door or make other unnecessary noises in private or public places in the presence of ladies. Never resume your seat after starting to leave unless there be special reason for so doing.

It is not polite in company to be fumbling over cards in a card basket, especially for want of something else to do. If permission be granted or attention be called to them it is proper.

A stiffness of manner is a poor imitation of dignity.

Any little service or assistance needed by a lady should be promptly accorded, such as picking up her handkerchief or assisting her to a seat.

It is not refined in manner for a man in company to back up against the fire-place any more than is it delicate for a woman to plant herself over a register.

FUNERAL CUSTOMS AND SEASONS OF MOURNING.

The *announcement* of a death having been made to the friends of the deceased through the usual form of printed notice in the local newspapers, or by a close friend calling in person upon the relatives or others most intimately associated, the preliminary arrangements and details of the funeral are entrusted to the sexton of the church, undertaker or person engaged for that purpose, who acts under the directions of a relative or near friend who has general supervision and arranges all matters of a closer nature, and carries out the wishes expressed by the members of the family or those most closely associated with the deceased.

OFFICIAL OBSEQUIES. If the deceased were an official or a member of any branch of the Government, or an officer of the army or navy, or member of a civic organization, and the funeral arrangements are to be in charge of such branch of the Government or service, it will be necessary to notify the chief officers or persons immediately, so that they can confer with the relatives and make the necessary arrangements. The details of the obsequies of the higher members of the three co-ordinate branches of the Government have been explained in their proper places.

FUNERAL INVITATIONS. The practice of issuing *invitations* to attend a funeral is not common in the United States, but it is not improper. It is usually expected that the friends will be present unless there should be reasons to the contrary. If the disease were of a contagious nature or for other reasons no friends were desired to be present, at the end of the printed notice should be stated "Funeral private." If the presence of friends would be specially agreeable and no invitations are sent, at the end of the printed announcement should be added the words, "Friends invited without further notice."

If formal invitations are sent they should be printed on mourning paper and enclosed in mourning or black bordered envelopes. The border should be wider for an adult than a child.

The following are the usual *forms* of invitations for such an occasion from the residence:

Yourself and family are respectfully invited to attend the funeral of
, on(day of week)...., the of 18...., at
 o'clock m., from his late residence, No. street, to proceed to
 cemetery.

(City.)

If the funeral be conducted from the church, the form is the same, with the substitution for the words "from his late residence, No. street," the words "from the church of the"

These invitations must be delivered by a messenger, or by mail. And except in cases of illness, recent affliction or absence, should be accepted by the presence of the person to whom sent.

FUNERAL CUSTOMS. It is proper only for relatives or near friends to send flowers on the day of the funeral, which should be of appropriate varieties. These should be placed around the coffin.

The "bearers of the pall," Pall Bearers, consisting of six or eight gentlemen, who were associates of the deceased, should be invited by written note to perform this office. They should wear black gloves, if the funeral be of a grown gentleman or lady, and white gloves if of a young lady. A mourning emblem of a black crape, or white silk scarf is sometimes worn either over the right shoulder or around the left arm. The pall bearers either carry the dead to the hearse, or act as a guard while others perform that duty. The latter form is always used at a public funeral of an official.

The custom of *crape* at the door warns all comers of the affliction within. Black crape tied with black ribbon, indicates the death of a person of years, or married; tied with a white ribbon, the death of an unmarried young person, and white crape with white ribbon the death of a child.

None but the closest relatives or friends should *call* upon the family before the funeral. The afflicted family may properly decline to see others. Persons assisting in the preparations should do so without noise or confusion.

THE CEREMONY. A list of invited friends should be handed to the person in charge in order to arrange them for the carriages. Where no invitations were sent, the list should be made up before the ceremony. Where an invitation has been sent to a friend it would be a breach of etiquette not to be present, if possible.

As friends arrive they should be received by some designated relative, but not of the immediate family. All hats should be removed within the house. Friends should not arrive until a few minutes before the hour fixed. Those who desire to view the body, which is generally placed in the principal room, should do so before the family enter and the services begin. Always approach from the foot and pass away by the head. If the services are in a church, it is customary to place the coffin in front of the chancel and remove the lid. After the service an opportunity may be afforded the friends or relatives present to take a last look at the departed.

As soon as the *service* or funeral ceremonies are over, the pall bearers, under the direction of the person in charge, and led by the clergyman, convey the remains to the hearse. The clergyman and pall bearers occupy the first carriages, then follows the hearse, then the carriages containing the nearest relatives, and then friends. As the remains and mourners pass, all heads should uncover. The officiating relative should see the relatives in their carriages, and the person in charge, the others.

At the cemetery the same order is observed in the procession from the hearse to the grave. At the grave all heads should be uncovered during the services, and the lowering of the body into the earth. It is also becoming to linger for a few moments after, and a relative or friend should always remain to see the grave entirely closed.

After the ceremony, friends should return directly to their homes. It is not necessary to return to the house. Those from a distance may do so for refreshments, if specially invited, but it would be more becoming to decline. In some sections, especially in the country, the custom of having a funeral dinner is in vogue. It is in bad taste and generally leads to indifference.

A sense of propriety dictates a subdued style and shade of dress for persons in attendance at a funeral. In the United States ladies form part of the company at the grave. In some countries this is not customary.

The floral tributes to the memory of the deceased should be white, and should be contributed before the ceremony begins. Where the deceased held some rank in the Military or Naval service, an appropriate display of the National colors or his accouterments on the coffin may be made, and if a mounted officer, his riderless horse may be led by a groom after the hearse.

MOURNING CUSTOMS. Immediate members of the family ordinarily should not appear in public while the body remains in the house. Helping friends will attend to everything necessary. Ladies do not appear in church for at least a week after. Complimentary mourning, as for a relative by marriage, does not require seclusion.

CARDS. It is proper for friends to send cards of sympathy or condolence to a bereaved friend.

Where cards of inquiry have been left, they should be recognized by cards of "Thanks for Kind Inquiries."

The proper time of *returning* cards after a death, for visits of condolence, must be a matter of feeling with the bereaved parties. These cards indicate that they are ready to receive visitors.

MEMORIAL CARDS. The custom of sending *Memorial Cards*, much in vogue in England, is a fitting recognition of friends. They should be sur-

rounded by a black border. The border for an elderly person should be wider than for one of younger years. Such cards should be sent within the week after the funeral.

The general form is, In memory of (name) (if an official here insert the title.) Born, Died, (Inscription here.)

A memorial card must be acknowledged by an appropriate letter.

Letters of condolence are appropriate, and should be sent as soon as the announcement of the death is authoritatively known, and be couched in suitable terms.

RE-ENTERING SOCIETY. Persons who have been in mourning should leave cards upon their friends indicating that they will receive and return calls.

The making or receiving of formal visits, or appearance in general society, within a year after the death of a member of a family is not regarded as proper.

MOURNING STATIONARY. While in mourning, cards, paper and envelopes bordered with black, according to the prevailing custom, may be used. Too much black has the appearance of ostentation.

MOURNING DRESS. The subject of mourning *dress* belongs more to the private affairs of families than to society. It is usually governed however, as to material and design, by the prevailing customs. A widow dresses in the plainest of crape, and wears a veil to conceal her face for three months, and a smaller veil of the same material for one year. Many never again resume gay colors, unless they should re-marry.

The "weed" on a gentleman's hat is usually cut according to the proximity of the relationship of the deceased.

Some people do not approve of mourning attire for reasons of their own. The wishes of such persons are respected by those around them.

Servants should be put in mourning when an important member of the family dies. Upon the death of young children, the nurse only.

PERIODS OF MOURNING. The *Seasons of Mourning*, as regulated by the conventionalities of social customs, are as follows:

For a husband or wife, father or mother, mourning and seclusion from gaiety one or two years. Many widows retain mourning for life. For a grand parent, six months to one year. For children above ten years, six months to one year. For children under ten years, three months to six months. For an infant, six to seven weeks. For a brother or sister, six to eight months. For an uncle or aunt, three to six months. For cousins, or uncles or aunts related by marriage, six weeks to three months. For distant relatives or friends, according to intimacy, three weeks to three months.

Social and Official Correspondence.

LETTER WRITING, in a land where the diffusion of intelligence is the main pride of the State and the facilities of intercourse are free and unrivaled, is one of the most convenient means of communication among individuals in the affairs of social and official life. It is presumed in this instance that the person is familiar with this most useful and indispensable art. In fact the use of the forms of social correspondence, whether in letters, notes or invitations, may be fairly accepted as the best gauge of culture and education in the person writing. The object in view in this connection is not to instruct in letter writing as an art, but simply to point out the general rules governing the forms, usages and etiquette of letters, notes and invitations as employed in social or official life.

LETTERS IN GENERAL. All social or official letters, or notes are personal, or confidential, public or general.

A *private letter* embraces every class of letter designed for the sole perusal of the party to whom addressed, or those directly interested, unless designated to the contrary. The person receiving a private letter becomes the custodian of the confidence, to the extent of the contents of the letter, of the writer. Any one violating that confidence, might justly be deemed guilty of as great a breach of etiquette or faith as if he had divulged the secrets communicated to him under the most solemn pledges.

A *public letter* is designed for public perusal, and is addressed to an individual, simply to give the subject or information a sort of personality or identity apart from the general mass of public matter which appears in the current publications of the day.

A *postal card*, in polite society, may be employed simply to announce a fact, such as safe arrival at destination, or to make an inquiry, or a simple statement, In no case, however, is it considered a compliment to the person addressed to permit postal cards to take the place of social correspondence, except within the limits above mentioned.

The superscription determines the *ownership* of every class of communication after it has once started on its journey. After that moment the writer is no more entitled to arrest it than is the postman, whose duty it is to deliver it.

FASHIONABLE STATIONERY. The extent to which letter-writing is carried, has suggested a variety of *fashionable* stationery and appliances suitable to every taste. The choice of materials for letters, rests with the individual interested. The sizes and styles of paper change from season to season. The standard styles in society are what are known as *letter paper*, *official paper*, and *note paper*. It is in good style to use heavy paper, in social or official correspondence. It is always in best taste to use white, but fashion sometimes authorizes the use of tinted stationery. Gentlemen may use heavier paper than ladies.

It has become fashionable, and is often a convenience to use *Correspondence Cards*. These are more frequently used by ladies, and are made with envelopes of corresponding size and material. Much elegance and taste in monograms and designs is displayed in this class of epistolary stationery. The correspondence card may be used for informal invitations, acceptances or regrets, in answer to formal invitations, or social notes among friends, and should be written by the person. The plain white card may be used by gentlemen for the same purpose.

The other classes of fashionable stationery, such as visiting cards, formal invitations, plate cards and *menus*, have been described in their proper places. In social or official correspondence stationery of good quality should always be used.

MATERIALS OF LETTERS. The following are the general rules governing the *materials* of correspondence:

1. Letter or note paper is always admissible in social letters or notes.
2. Ladies generally use a smaller size of stationery than a gentleman.
3. Never use foolscap paper, or if no other style is at hand, an apology for using it is necessary.
4. A private letter, except on business, without regard to length, should not be written on less than a full sheet of paper.
5. Gentlemen should use only white or bluish paper, and only white, but not perfumed, on all occasions to a lady.
6. Ladies may gratify their taste as to color of paper, except never to use blue. They may also use perfumed paper.
7. "Mourning" paper may be used by a gentleman or lady for a stated time upon the loss of a near relative. The depth of the border may indicate the nearness of the relative.
8. Ruled or unruled paper is admissible in social correspondence. Unruled is considered more elegant, but to an unpracticed hand ruled paper would be more creditable, for irregularity in execution without lines, would more than detract from the attractiveness of a letter on unruled paper.



THE VIRGINIA REEL, THE AMERICAN SIR ROGER DE COVERLY. (267)

9. Letters to officials should always be written on letter paper, wide ruled.
 10. Official letters should always be written on official, letter or foolscap paper as used by the Government.

11. All official communications should be enclosed in official envelopes which take the full width of the paper.

12. The color of *ink* most durable and tasteful on all occasions and for all correspondence, is black. Red ink should never be used for the body of a letter. Blue ink may be. Fancy inks may answer for ladies, but is not in taste for gentlemen.

13. The *envelope* in social or official correspondence should always match in size, color and material with the paper used. In social correspondence, or invitations, the envelope should take the sheet in one fold, or the card in full. In the former case the sheet should be folded by placing the top and bottom together. In this shape it should fit the envelope. The sheet and envelope should not be too large. It is better for mailing to be oblong or square, and not much above the usual size. In the case of official or other letters, not of a personal character, the length of the envelope should be the width of the sheet, which it should take in two folds, either by placing the top and bottom together and repeating this, making four parts in the fold, or by placing the bottom at about one third the length of the paper and repeating this, making three parts.

14. The *monogram, initial or crest*, printed or embossed, plain or colors, at the head of the first page of the sheet, and on the "fly or flap" of the envelope.

15. The use of *wax* is still permissible and elegant, but it is now almost exclusively used in official or private correspondence containing valuables or of special secrecy. The advantage of wax is the perfect security it gives against opening letters. It is always a sign of good taste to see a beautifully sealed letter; red wax being used by gentlemen and fancy colors by ladies. The use of black wax is confined to persons in mourning.

STRUCTURE OF LETTERS. Convenience and good taste have suggested a certain arrangement of the different parts of a letter as follows:

(Crest or Monogram)

(1) (Name of place and State).....(Date).....

(2) (Name of person addressed)
 (Residence).....

(3) (Salutation).....

(4) (The body of the letter.)

(5) (The complimentary closing)

(6) (Signature)

The general rules applicable to these divisions of a social letter are as follows:

I. **LOCALITY AND STATE.**—The name of the place and state and any other designation of the residence of the writer, and date of writing, should be placed near the upper right hand side of the sheet. In *official letters* the designation of the office from which the letter is written, should be printed on the first line of heading. In social letters the writers initial, monogram, coat of arms or crest printed near the top and in the center of the page is in good taste. In the United States coat of arms or crests are not much in vogue and unless inherited from an ancestry entitled to such marks of distinction in the old world, are not desirable.

The *headings* of a social letter should be as follows:

Washington, D. C., January, 18....
 1500 Massachusetts Avenue,
 Washington, D. C., January, 18....
 Washington, D. C.
 Wednesday, January, 18....
 Templeton, Jones County, Pa.,
 January 18....

Or an official letter:

Department of Justice,
 Washington, D. C., January 18....

In *social letters* it is not uncommon to begin at the body of the letter, the name of the locality and date being placed at the lower left hand side of the sheet on the line below the signature. For example:

(Salutation)

(Body of the letter)

Washington, D. C.,
 January 18....

(Signature.)

All formal letters written in the third person are in this style, omitting the salutation and signature, as the name of the writer should appear in the body of the letter. The place and date if not in the body should be placed at the end as above.

THE SALUTATORY ADDRESS. The introductory portion of a social letter should consist of the name and direction of residence of the person to whom the letter is written, which should begin at the left side of the page on the second line below the heading. If the address be written at the bottom it should be in the same position on the line below the signature. The usual form in either case is for the name and title to occupy the first, the number or city the second, and the State the third lines, each line beginning a little further to the right.

THE SALUTATION. The proper salutatory *use of titles* in social or official correspondence is a matter of close study and experience and can only be acquired by observation and practice. This will apply with particular force to foreign titles. The salutation in a letter should always be adapted to the relations existing between the parties, or the rank of the person addressed, and should begin on the left side of the page on the line below the address or the date.

In the complimentary address and salutation every principal word must begin with a capital.

In all cases where a person has a *title* other than that of address or of courtesy that should be used, or if he have several titles, the highest should be used. The proper use of official and honorary titles is given in their proper places.

The forms of *salutation* in social correspondence vary according to the views of the writers or their relations to the persons addressed, as follows :

To a stranger, Sir; Madam or Ladies; Miss

To an acquaintance, Dear Sir; Dear Mr.; Dear Madam; Dear Mrs.; Dear Miss

To a friend, My Dear Sir; My Dear Madam; My Dear Mrs.; My Dear Miss

The plural is always Gentlemen, Mesdames, Misses or Ladies. The latter being the best form.

Among relatives it is proper to use terms of endearment as My Beloved Mother; My respected Father; My Dear Sister, &c.

Sentimental salutations as a rule are flat and do not improve the tone or character of social correspondence.

Where persons of both sexes are addressed the ladies should come first, as Ladies and Gentlemen.

The salutatory *titles* used in addressing persons in any of the three co-ordinate branches of the Government will be found in their appropriate places. Military or Naval officers are addressed by title of rank and name and Sir.

In the diplomatic service the styles of salutatory titles are governed by the degrees of nobility or gentility of the person. The most common form is "Your Excellency." See foreign titles for specific degrees of titles.

Among the ecclesiastical classes the style is Reverend and Dear Sir for a clergyman or Right Reverend and Dear Sir for a Bishop.

Among the professional classes generally the complimentary address is best by giving the name and scholastic or professional titles and the simple salutary terms as, Sir, Dear Sir, &c.

THE BODY OF THE LETTER. In the arrangements of the body of a letter begin on the line below and at the end of the salutation or complimentary

beginning, allow a blank margin on the left side of the page of about half an inch on the usual sizes of paper used in social letters, or notes and about an inch on official paper of large letter or legal cap size.

Each disconnected *subject* should form the beginning of a separate paragraph.

In social letters it is always more convenient to the reader to follow the pages of the sheet in their regular order, but where the alternate pages are used the first and third should be written across the page and the second and fourth lengthwise.

The practice of crossing the writing on a page is a disrespect to the person addressed, not to speak of the difficulty of reading it after written.

It would be well for those desiring to make themselves proficient in this essential art in polite society and official life, to read the correspondence of persons eminent in public affairs or letters. There are also selected collections in epistolary literature which might be studied to advantage for styles of correspondence.

A plain legible hand is always preferable to flourishes.

Letters for publication should be written only on one side of the sheet.

Interlineations, blots and other defects are not creditable and should be avoided even if the letter must be re-written. A single word of interlineation inserted in a very small hand may be overlooked.

THE CONCLUSION. After the body of the letter follows the complimentary close and the signature. The complimentary closing of a letter should begin on the second line below the end of the body of the letter and about one third to one half the distance across the sheet from the right towards the left of the page.

There are many forms of closing a social letter. The most common are:

To a stranger, Respectfully, Very Respectfully, or Yours Respectfully.

To an acquaintance, Yours Truly, or Truly Yours, or Very Truly.

To a close friend Affectionately Yours, Yours Sincerely.

As a rule all persons make their own selections of the terms of complimentary closing. Care should always be taken that the complimentary close have some relation to the complimentary beginning.

It would not be appropriate to begin with Sir, and end with Your Sincere friend.

In *official letters* the close is more formal. That commonly in vogue is:

I have the honor to be, Sir, (or to remain,)

Your obedient servant.

(Name.)

This form is varied by saying With much respect, or With the highest consideration, Your obedient servant.

Or simply, Very Respectfully,

(Name)

If the complimentary closing is too long for one line, make two or three, as follows, in an official letter: I have the honor to be,

With great respect,

Your obedient servant.

Each line in the complimentary closing of a letter, and the signature should begin a little further to the right. It is therefore important to begin the first line far enough to the left to admit of this. If the address or title should follow the signature the same rule should be observed if practicable.

In official letters the title is sometimes longer than the name, in this case the address or title may begin on a line with the first line of the complimentary closing or further to the left.

Very Respectfully,

William Williams,

Supervisor Surgeon General.

The Signature of a letter should be plainly written, especially by those who do not write a legible hand.

If letters are of any importance at all, the inside address, signature, and superscription should be clear and distinct.

A lady in addressing a stranger should write her name so that her sex may not be mistaken, and also to show whether married or single. If a married lady be a widow, she should use her own name with the prefix.

All official signatures should be followed by the official rank of the persons on the line below.

William M. Evarts,

Secretary of State.

FOLDING A LETTER. If the envelope is the full width of the paper, note, letter or official size, one or two folds across the page will suffice.

The style of paper used in social correspondence by ladies as a rule fits into the envelope in one fold, the envelope being shaped with that view. In three folds of a letter sheet for the ordinary envelope, the most convenient operation is to fold the sheet in half by bringing the bottom of the letter to the top and then without changing it, turning the right third of the width over to the left and bringing the left third back over the right thus folding on the center.

In which ever way the paper is folded, some persons having their own taste in the matter, it should possess symmetry. (*See the Envelope for Folding.*)

In folding a sheet it would always be well to use a folder as the folded edges are less apt to be marked. A sheet should be inserted in the envelope

so that when taken out it will open conveniently and by consecutive operations of the hands.

THE SUPERScription. The superscription should give the name, title, and post office, (county if a small place,) and State, If in a city, the local address should be inserted after the name and title in a clear hand.

The name should begin about the middle of the envelope and about one third the distance from the left edge and run horizontally towards the right. The rest of the superscription should follow in parallel lines below. Each beginning a little further to the right. The county or number and street may be put in the lower left hand corner. Where there is uncertainty as to the address, the presence of the party, or any other consideration, which would cause doubt of the letter reaching the party, it would always be well to use a "special request envelope," or write on the envelope if not called for in 5 days please return to (or forward) to (giving address.) The *stamp* for the convenience of the postal clerks should always be in the right upper corner.

The old forms En ville, Present, Addressed, for social letters are practically obsolete.

The accepted form of superscription for local delivery by mail is

..... (Name of the person addressed)

City.

(Number of Residence.)

By the hand of a friend.

.....(Name of person addressed).....

(name of place or) "City."

By politeness of

By special messenger.

.....(Name of the person addressed).....

(Number of Residence.)

The generally accepted forms of *superscription* in social or official correspondence are as follows:

....(Title and name,)....

....(Locality,)....

....(State,)....

(Number and street,)

(or County,) (or in whose care,)

For an official letter: The form of superscription is given in its proper place.

The titles of *address*, rank or profession are numerous. Those of general application to the superscription of a letter are:

Mr. before the names of and to men of all classes. Plural Messrs. (Messieurs.)

Mrs. before the names of and to all married ladies. Plural Mesdames-Ladies.

Miss before the name of and to a young or unmarried lady. Plural Misses.

Esq. (Esquire) after the name of a gentleman, and when used the prefix Mr. is omitted. Its indiscriminate use in the United States has much detracted from its force as a title of address. It should never be applied in the United States if used except to a person of years in social standing. In England where the title belongs, the legal right to its use, appertains to the sons of peers and their first sons and their eldest sons and others of designated rank.

Hon. (Honorable) is applied to the Head of a great executive department, a Senator, a Diplomatic representative, a Representative in Congress, Judges of courts, executive officers of the United States Government, the Governors and executive officers of States and Mayors of cities. In the address inside of a letter or the superscription it is more formal and in excellent taste not to abbreviate, as Hon., but to write out the word as Honorable, (see official titles.)

The use of titles of rank or office are explained under the class of officials to which the titles appertain.

The uses of titles of *foreign* subjects is also explained in their proper places.

The *professional* titles are used either before or after the name or both as Rev.....; Dr....., M. D.; Prof.....

The *collegiate* or university titles should always be abbreviated.

CLASSES OF LETTERS. In addition to the ordinary social or official letters there are different styles of letters adapted to a specific object. These may be stated as follows:

LETTERS OF INTRODUCTION. These letters should be regarded in social or official life as credentials of character from one person to another, respecting a third and a guarantee that the party introduced may be admitted to friendship and such social relations as his future conduct may warrant.

A letter of this character should always be written on good stationary and in the prevailing size and style.

The superscription should be:

(Name of party.)

(Address.)

Introducing, (name of party).....

The form is like any other letter.

The following rules should govern the giving and use of letters of introduction. A letter of introduction whether of a social or official character should

be given with discrimination. The party introducing is responsible for the conduct of the introduced, and should not present any one socially whom he would not be willing to have introduced into his own family. The characteristic of all letters of introduction should be brevity and not fulsome praise. It is embarrassing to both parties to keep them waiting long, while the letter is being read.

The letter should be unsealed and addressed the same as an ordinary letter with the addition of the words "Introducing Mr." in the lower left hand corner.

A letter of introduction may be given by one friend to another presenting a stranger provided the stranger has been properly vouched for by some one on appropriate terms with him. Under certain circumstances it may be given by a person to whom the person receiving the letter and the person introduced are strangers, but in this case the persons should all be well known for some marked characteristic or ability or be in official station. Such a letter is purely formal and has special reference to some specific object stated, and only need receive the recognition which the writer, the person receiving it or the person introduced would be entitled to in consideration of his rank, abilities or business.

Letters may be given to persons going to another country or city, or place, or another person in the same city. It is not necessary to present a letter of introduction because it is given. Sometimes there are reasons which become known after receiving the letter which would make such action undesirable. No offense would be committed by withholding it but it might be well to return it to the writer with thanks and stating some reason for not using it.

Under ordinary circumstances the least embarrassing mode of presenting a letter of introduction would be to call at the residence, official place or business house of the party, according to the intention of the introduction, and send the letter with your card to the person to whom addressed. This would afford the person an opportunity to read it apart from your presence, and to determine how to receive you.

If a gentleman of higher or equal official rank has a letter of introduction, he should send it to the party with his card. The person receiving it should call promptly and leave his card. To leave the letter unnoticed, would be a disrespect to the writer, if not to the person, which no subsequent attentions could cancel. The person to whom addressed will not be obliged to invite the person to his house, unless he sees fit.

Should you receive a letter of introduction through the mail, leave your card, or call upon the person on the day of his arrival. It is presumed, of course,

that no such letter would be written, except by an intimate friend, and in introducing one altogether worthy. The person introduced must recognize the visit by leaving a card, or calling in person. This should be done on the next day. The rest must be governed by circumstances. If it is desired to continue the acquaintance, an invitation to your house, or any other civility will indicate your disposition. These civilities may be declined without a violation of good manners. It will thus be easily determined whether the acquaintance be mutually agreeable.

Particular care should be observed in giving a letter introducing a gentleman to a lady. This is assuming a responsibility, as it might be forcing an uncongenial acquaintance upon the lady. The letter with the gentleman's card should be sent in advance. The lady should be prompt to indicate her wishes in the premises. If she makes no reply it will be understood that she does not wish to receive the gentleman or she may address a note or send a card stating a time when she would be at home.

It is not as a rule proper for a lady to receive a letter of introduction to a gentleman. If visiting a strange place she will be presented by her friends to those of the same social scale. If she has any personal wishes she can intimate them to her friends who have her in charge and can send a card with her address and time for receiving a call. These acquaintances are exclusively her own and if in a different social sphere it cannot be expected that they should be presented to those with whom she is sojourning unless it be their wish.

A letter of introduction from one lady to another introducing a lady is regular and should be delivered by messenger or mail. The lady receiving the letter should call at once. If she is agreeably inclined to recognize the letter a continuance of the acquaintance must be governed by the impression made and by social considerations.

In England a person bringing a letter of introduction is invited to dinner. The object of the invitation is to present the person to the hosts of friends.

LETTERS OF RECOMMENDATION. These, like letters of introduction, should be given with discretion, and especially in the walks of private life.

The carelessness of officials, particularly holding elective offices, in giving recommendations and signing applications and other papers for constituents, and even strangers, is a matter of notoriety. Such papers, as a rule, are rightly received for just what they are worth. It is now seldom that they have any weight whatever, except, perhaps, to be placed in the files for reference. Personal influence has superseded machine recommendations.

LETTERS OF CONGRATULATION. These can only be sent to an intimate friend, and should be of a vivacious style. A letter of congratulation can be

sent to a fellow-citizen, a personal stranger, who has received some high honors, but should be formal in style and expression, unless the party is a personal friend. Such letters should be written on the day of the event subject to congratulation, or as soon as learned. The occasions of congratulations among intimate friends in social or official life, are numerous, but should not descend to trivial affairs.

LETTERS OF CONDOLENCE. These follow the general rules of letters of congratulation, the difference being in changing the style to the comforting and sympathetic. This is the most difficult of all correspondence, as an error of expression, or figure of speech, would make the letter appear ridiculous or indifferent. Such letters should be written as soon as the event becomes known.

LETTERS OF ACCEPTANCE OR REGRETS. This class of social correspondence has been given in the connections in which they are usually employed.

There are also Letters of *Application*, Letters of *Friendship*, Letters of Request for *Favors*, Letters of *Affection*, which, however, do not belong strictly to what may be known as Social Correspondence.

SOCIAL NOTES. A more informal means of social communication is by notes. When they take the place of invitations, however, they are formal and are often written in the third person, and are peculiarly adapted to correspondence between persons in different ranks in the social scale. Care should be taken in using the ceremonial note form to preserve the third person throughout. Such a mistake would reflect upon the writer's knowledge of a very simple rule of syntax and composition. Mr. and Mrs. Smith's compliments, &c. We should be glad to have you come early, would be manifestly incorrect. Person not familiar with this form had better not attempt it.

The *materials* of notes should as a rule be of superior quality and in weight, tint and size according to prevailing tastes. A single fold across the sheet and a corresponding sized envelope is in good taste. It is always admissible to use white stationery. Tinted paper among lady friends is in taste. Flashy materials or flourishes, even in penmanship, are taudry. Monograms on note paper and envelopes are always suitable.

While notes embrace the general forms of invitations, they may be varied to suit the taste of the writer and circumstances of the occasion. Among intimate friends a familiar style may be used, such as would be used in a friendly letter.

In the composition of notes on general subjects, the good taste and culture of the writer has an excellent field. A happy mode of expression, and due regard to the propriety of the subject or occasion should be observed.

The general rules applicable to letters will apply to notes.

When, in the same city, it is optional to send notes by messenger or through the mail; the former being more elegant. To persons residing in another locality, the post is proper.

PHRASES AND ABBREVIATIONS. In social correspondence certain phrases or their abbreviations in French or English, have been adopted. Those in vogue are as follows, any form being admissible:

Repondez s'il vous plait. R. S. V. P. Answer if you please.

Pour prendre congé. P. P. C. To take leave. Or *Pour dire adieu.* P. D. A. To say adieu. The former is most used.

En Ville. E. V. In the city.

Addressed, Present, or Presented, old forms for notes by hand.

City. for mail delivery.

COMMON LAW OF SOCIAL CORRESPONDENCE. There are certain rules governing the execution and use of letters and notes in social and official intercourse, which should be observed.

The stationery of letters should have reference to their objects. In letters of a purely social character it should be of fine quality.

All letters, unless offensive, should be answered promptly, if they require an answer, or are of a complimentary character.

In a reply always acknowledge the letter received, by date, and then answer all the points which require a reply.

In social or official letters a whole sheet of paper should be used. In business letters a half sheet is proper.

If exclusively on your own business it is proper to enclose a postage stamp.

Never seal a letter referring to the bearer, and particularly letters of Introduction or Recommendation.

Never use figures in letter writing, except for dates and large sums of money.

Never use abbreviations, except such as are allowed by custom, otherwise they are a sign of indolence and a discourtesy.

In all social or official correspondence the following should begin with capital letters: The principal words of the heading, address, salutation, signature, title, address, and superscription, and in the body of the letter; every paragraph; every quotation; every sentence; all the important words in the title of a book, or historical event; all proper names of individuals; every proper name of a person or place; the cardinal points of the compass with their compounds and abbreviations, or the adjectives, formed from them; the

days of the month and of the week; the names of the Diety, or pronouns representing it; the pronoun I and interjection O.

In *punctuation* use the comma in the divisions of a sentence, or where words are used without expressing the conjunction; the *semicolon* between the divisions of a sentence which state distinct proposition, but still have a relation or dependence; the colon to separate the parts of a sentence, complete as a proposition, but dependent upon each other for their full force and meaning; the period at the end of every sentence and after every initial and abbreviation; the parenthesis or bracket at the beginning and end of a word or clause interjected into another sentence; the points of exclamation to denote emotion; of interrogation after every question; a dash, sometimes used as a parenthesis, to indicate the omission of something; the hyphen to connect two words used as one; the ellipsis, a dot, dash or star to denote omission; the apostrophe to indicate the possessive case; the quotation, that the words, sentences or paragraphs are taken from another; the caret to indicate where words omitted should be inserted; the brace to join two or more names on different lines under a common name; the paragraph to indicate where a new line should begin; the use of underscoring is to emphasize certain words or expression, one line indicating italics, two, small capitals, and three, capitals.

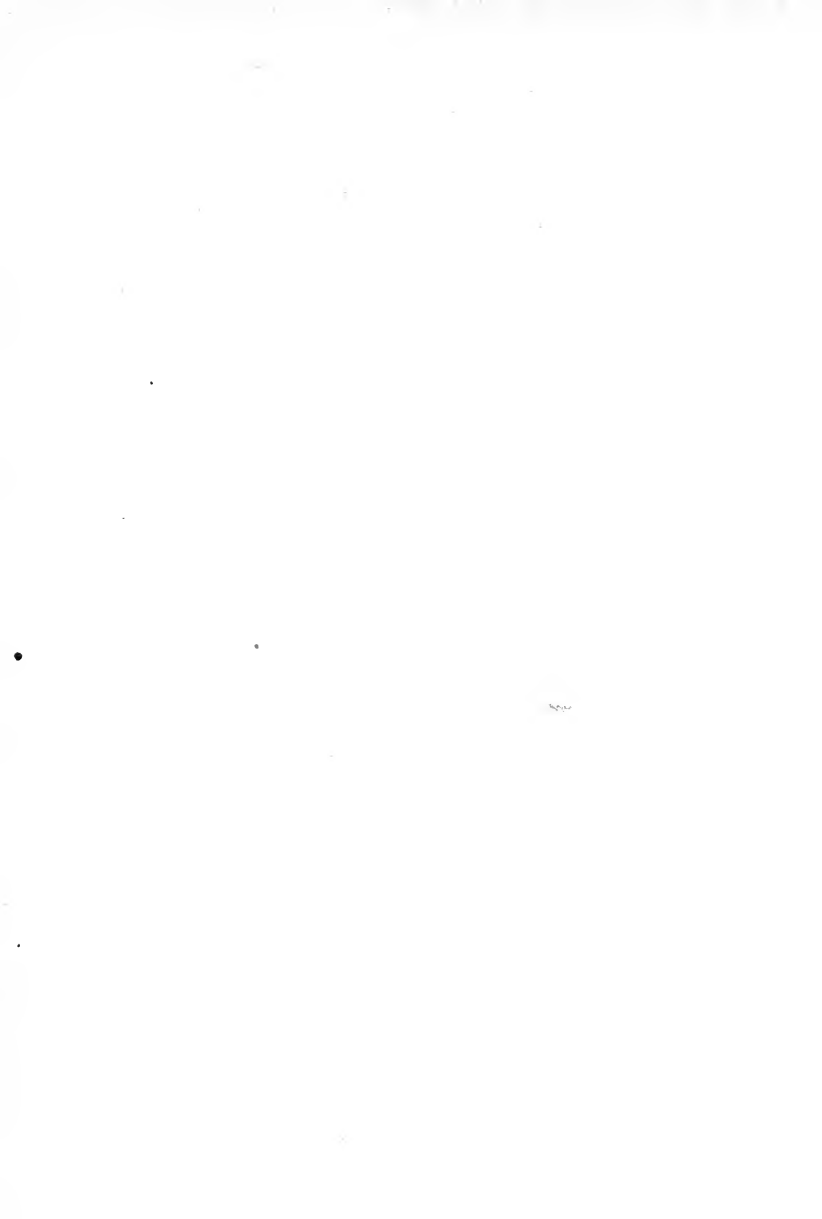
Foreign quotations, except on technical subjects, should be used as little as possible, as they are often more apt to expose the writer's ignorance than his learning.

Slang expressions and words, in letters, indicate questionable taste, and in most cases are signs of vulgar associations. Bad grammar is an evidence of limited education. Big words in letter writing are always suggestive of a dictionary, and are not as elegant in style, expression or force, as those of simpler construction and more familiar use.

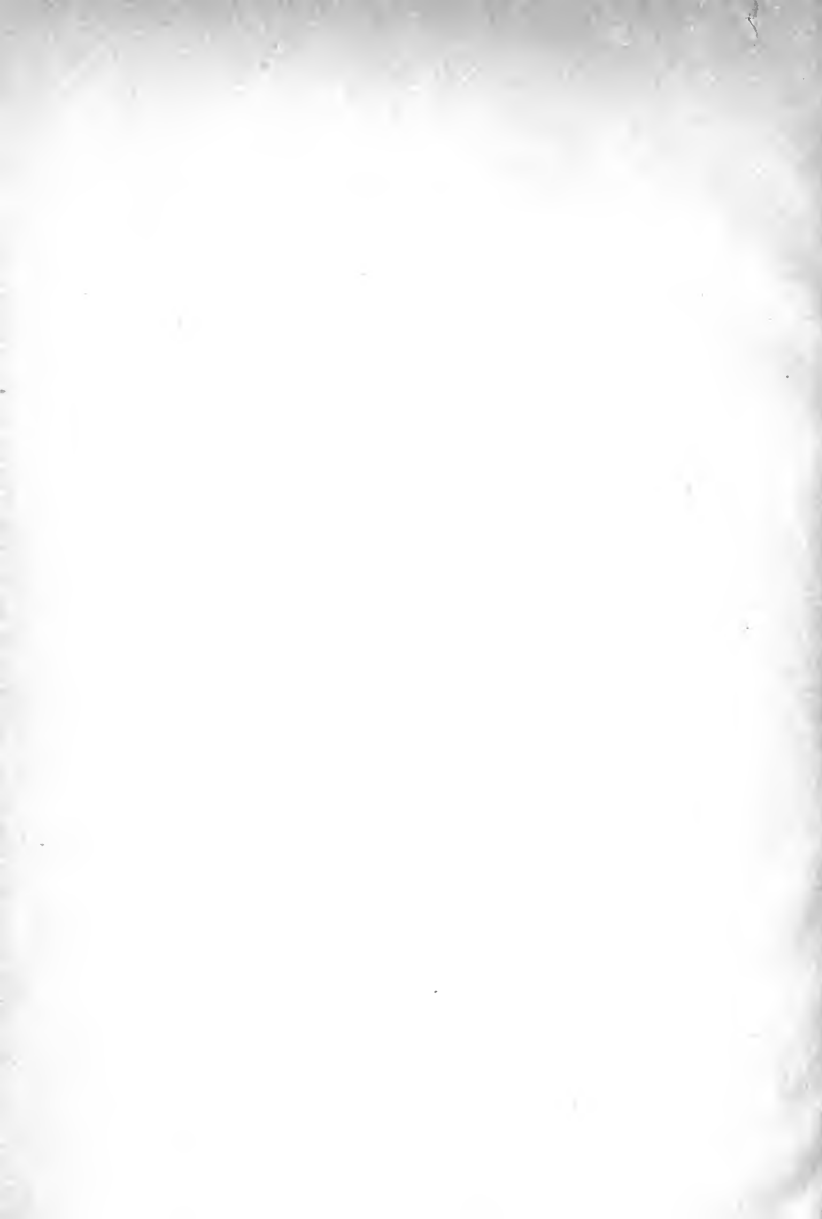
Short sentences possess greater perspicuity than long ones.

Letters written to offend the recipient had better not be answered. In the discretion of the recipient, they might be returned.

Postscripts should be avoided, though they are allowable. Cultivate a clear, concise style. Use your own thoughts and expressions, and do not borrow the thoughts and expressions of others and palm them off as your own. The chief features of successful letter writing, are naturalness of phraseology, clearness of style, originality of thought.









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Philos.
Ethics
K27

Author Keim, De Benneville Randolph

Title Handbook of official and social etiquette and public
ceremonials at Washington.

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